Kiera White

1002 Springwood Lane

Duncanville Tx, 75137

972-267-6464

[Dramalord1@yahoo.com](mailto:Dramalord1@yahoo.com)

**Objects**

I’m a talented, dedicated, self motivated and trusted person, who is looking for a permanent position in your establishment in customer service and data entry as well as other positions that are available. Hoping to gain a career in a reputable company that I am able to perform the job with the knowledge and experience that I have and also hoping to gain new experience along the way, So that I can be a great asset to the company as well.

**Skills**

* Good customers service orientation with a strong ability to deal effectively with complaints
* Skilled at basic computer database
* Eager to perform housekeeping tasks for the work area
* Demonstrate ability to organize efficiently.
* Proven ability to work continuously for 10-12 hours or as needed.
* Ability to work as a team player.
* Multitasked, can perform various tasks that are needed.
* Reliable, dependable, respectful, nice, kind, and helpful.

**Job history:**

**Pollo Tropical** Oct. 2015-current

401 N. Elmer Weaver fwy.

Cedar Hill Tx, 75105

Daily assignments included customer service to guest when they enter and leave, provided detail information about menu as well as suggestions, take orders and make sure that everything is accurate as well

Serve at a timely manner, housekeeping, stocking, organize.

**Education**

Duncanville High School (Diploma) 2000-2014

**References**

Available upon request