

# Jeffrey Young

Edison, NJ

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## Objective

To utilize my education, prior knowledge and experience to help your customers and service.

## Education

### **Felician University**

Rutherford, NJ

*Bachelor of Science, Biology, Minors: Mathematics and Chemistry*

May 2017

*Dean's List, Cum Laude: 3.53 GPA*

## Experience

### **Brick House Tavern and Tap**, South Plainfield, NJ

August 2017 - Present

Server

- Greet and assist Guests, answer phone calls, and attend to guests during their duration of visit. Remembering food allergies or dietary restrictions. Communication with Kitchen and Management Staff. Clean and prep the restaurant. Manage and calculate sales and checkouts with Guests. Provide excellent Guest Service.

### **Five Below**, South Plainfield, NJ

Customer Service Manager

September 2018 - January 2019

- Delegate tasks to associates and oversee functionality of sales floor - Provide excellent customer service, answer phone calls, send emails, and general office tasks - Cashier and safe currency upkeep; updating sales in bookkeeping - Organize, clean, and purge backroom, stockroom, and sales floor

### **New Jersey Spine and Orthopedic**, Medical Department, Bridgewater, NJ

Medical Assistant

October 2017 - September 2018

- Update/maintain all digital client records - Assist in transitioning hard copy records to digital format – Checking patients in and out of the office - Record patient information – Clean/prepare examination rooms prior to patient appointment – Work in the front and back of office for clinic - Assist Physician and PA's with medical requests and various needs for patients

### **Felician University**, Department of Academic Support & Department of Natural Sciences, Lodi, NJ

Academic Assistant & Laboratory Technician

August 2016 - May 2017

- Assist department and students with various needs and/or requests
- Assist department in preparing Laboratory Equipment, Solutions, Agars, etc. for lab sciences and other various needs and/or requests

## Skills

Adept at managing office work related to the position | Exceptional ability to work with a diversity of population | Proficient in Microsoft Office: Word, Power Point, Excel, and Outlook | CPR Certified, 2015 | Social Media: Facebook, Twitter, Tumblr, Instagram, Snapchat, YouTube, and Twitch.