

Diamond Gaines
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Experience

Adecco USA
Computershare
Shareholder Service Specialist

03/2018 - 06/2019

- Assisting Shareholder's with accounts
- Initiating sales
- Help troubleshooting online accounts
- Assist with transfer procedures
- Managing and updating accounts

Wild Horse Pass Casino
Server

05/2015 - 03/2018

- Preparing and serving drinks to guests.
- Handling cash, credit cards
- Stocking supplies, cleaning tables and counters.
- Greeting customers and answering questions.

Sonic Drive Inn
Skating Carhop/ Shift Leader

11/2008 – 04/2012

- Control Shift Flow
- Training New Employees
- Employee Delegation
- Basic Accounting- Knowledgeable
- Inventory, Data Entry
- Receiving shipments upon arrival
- Providing exceptional Customer Service
- Taking orders
- Serving Orders
- Making Beverages
- Cleaning all areas

Education:

- Buckeye Academy; HS Diploma