(863)660-0830

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12101 Sterling University Lane 1341-C

Orlando, FL 32826

# Experience

## Manpower – Temp Recruiter June – September 2018

Receptionist, scheduled appointments, assisted candidates with new hire paperwork, updated candidate records, analyzed resumes to source for viable candidates. Assisted with a data clean up project and completed it with efficiency earlier than projected.

**The Landing Bar and Grill** **– Hostess May 2016- July 2018**

Customer service, seated guests in server rotation, helped servers with drinks and orders, ran food to tables, bussed tables, rolled silverware and trained new hosts.

**The Rainforest Café – Hostess April 2019 – December 2019**

Customer service, greeted and assisted on average 4,000 guests per shift with exceptional service, worked with a large team of coworkers. Used a computer software service to check in guests and assign them to tables that accommodate their personal needs.

# Education

## University of Central Florida 2018 - present

Finance Major

3.5 gpa

# Skills

* Customer service
* Time management
* Ability to work in a high volume environment and maintain excellent customer service
* Adaptability
* Microsoft office; Word, Excel, Power point
* Data analysis
* Receptionist
* Retail
* Scheduling