

Susan Brazzeal

Wisdom seeker

Orlando, FL 32803

susanbrazzeal7_74n@indeedemail.com - 321-297-8639

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Reservation Agent

R&W Vacations - Orlando, FL -

2016-10 - Present

Call people, offering a Florida Vacation and register them

Internship/Administrative Assistant

Neurological Services of Orlando - Orlando, FL -

2017-08 - 2017-10

Faxing, Coping, Scanning papers to put on the Computer to be able to email to Clients, Insurance Verifying Co- Insurance to see If Insurance is still Active. Taking mail and coping all for excepting payment& Balancing Check for Deposits!

Appointment Setter

Homewise Improvement Solutions - Longwood, FL -

2016-04 - 2016-09

Calling Homeowners to have a free energy 18 point energy survey! To check, Insulations, Hot water Heater, Air conditioner, and anything in home that might have energy leaks!

Customer Service Representative/Enrollment specialist

Alarm alert - Casselberry, FL -

2015-09 - 2016-06

Call seniors to enroll in the senior safe alert. Tell them everything about it. Answer all the questions, tell all the facts! And get them the deal!

Enrollment Specialist

Grand Bahamas Cruise line - Lake Mary, FL -

2014-06 - 2014-09

Offered a free Cruise, Told about port charges, Told where the cruise went. Told them about everything Included. What's on board, special features etc.

Bartender

Universal Studios Resort - Orlando, FL -

1993-02 - 2004-10

Set up bar, stocked, Made drinks, Rung up drinks, Customer Service!

Bartender

Liquor World - Apopka, FL -

1993-03 - 1995-04

set up bar, Stock coolers, Clean bar, Stock all liquors, make sure everything presentable. To open bar! take order from Customers, make drinks, serve, take payment, thank them for coming!

steak n shake

2820 E. Colonial dr - Orlando, FL -

1989-02 - 1992

Welcome guest, seat people, Ask for their drink Orders, Hand menu's to guest. Take order, Put order in, serve food, ask if needed any additional items. Refill drinks, Pre bus, Offer desert& Coffee. Present Check! Thank them, tell to come back and see us!

Server/Cashier

Sizzler steak and seafood - Orlando, FL -

1984-04 - 1986-11

seated guest, explained process of Of the buffet. take drink & brought plates for the salad bar! upsale customers orders.prebussed, and anything else needed!

EDUCATION

High school or equivalent in General studies

Florida Career College - Orlando, FL

2016-08 - 2017-05

Diploma in Business Office Admin

Florida Career College - Orlando, FL

2016 - 2017

ADDITIONAL INFORMATION

always looking for way's for self improvement!