
SELA PRIVETTE

(704)-928-5644

selaprivette@yahoo.com

Objective

Seeking an opportunity to expand my knowledge and skills in the workforce, while also growing my interpersonal and communication skills.

Experience

Greeter/Barista, Caribou Coffee; Charlotte, NC- July 2021-Feb 2022

- Demonstrated excellent customer service skills
- Obtained Knowledge to recite/explain the menu
- Maintained/followed safety and sanitation procedures
- Cash handling/POS

Server, Mellow Mushroom; Charlotte, NC — January 2021-May 2021

- Obtained knowledge to recite and explain the menu
- Demonstrated outstanding hospitality and service throughout each shift with guests and team members.
- Followed all safety and sanitation policies

Front desk receptionist, Zealous Beauty Bar; Statesville, NC- November 2019-January 2021

- Demonstrated excellent customer service
- Maintained housekeeping
- Answered/screened phone calls
- Assisted with scheduling

Administrative Assistant, Pam Manser & Associates Speech Therapy; Statesville, NC- February 2019-November 2019

- Reception work; scheduling, filing, answering/directing phone calls
 - Assistant to therapists; run errands, get lunch, etc.
-

Retail associate/Front desk, Carolina Tan; Statesville, NC- May 2018-October 2018

-Retail sales, customer service

Education

South Iredell High School- 2018;Diploma

Skills

Customer service, housekeeping, reception work, Microsoft Office.

References

Pam Manser- (704)-293-6552

Amanda Williams- (704)-657-0642

Sara Okamuro- (704)-928-6383

Taylor Sauce- (985)-227-5796
