

SOSINA FETUR

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Lily_27_83@hotmail.com

Ability to work diligently to help maintain smooth office operations. Reliable and hardworking with great communication skills.

EXPERIENCE

DEC 2017- JULY 2022

SERVER, FIRST WATCH

- Train new employees on proper serving steps and daily shift responsibilities.
- Demonstrate ability to manage multiple tasks while remaining adaptable and flexible.

DEC 2010 – SEPT 2013

SERVER, COFFEE ATTENDANT, AIRPORT RETAIL MANAGEMENT

- Greet customer in timely manner
- Work in a fast-paced environment, providing exceptional service with a variety of needs.

EDUCATION

SEP 2022 - PRESENT

CERTIFICATE INTRODUCTION TO PROFESSIONAL WEB DEVELOPMENT, REF CODE

Write code for a website in HTML, CSS and JavaScript.

MAR 2009- SEP2009

CERTIFICATE MEDICAL INFORMATION MANAGEMENT AND OFFICE PRACTICE

Utilize appropriate medical terminology necessary for working in a medical office or other health care facilities. Apply, evaluate and validate clinical classification systems.

SKILLS

- Possess excellent written and communication skills
- Proficient with Microsoft Word, Excel and PowerPoint
- Analytical and problem solving
- Team player
- Efficient in handling cash

ACTIVITIES

Doing some volunteering work for the Eritrean Community helping with various tasks. I got certificate for Team of Excellence from Club Corp.