

Tiffany M. Early

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Sun.

Summary

Trustworthy, ethical and, discreet, committed to superior customer service, confident and poised in interactions with individuals at all levels. Looking for a position within a company that will allow me to utilize my skills and have room for personal growth and advancement. I am detailed oriented and resourceful in completing word processing and typing 35 wpm, computer operations, and problem solving.

Experience

Nov. 2012- Present

All Team Food Staffing

Austin, TX

Banquet Server

- Coordinates banquet set-up/service and break down of the event
- Take food and beverages to customer's table
- Greet customers with strong friendly customer service

Feb. 2011-May 2012

Papa John's Pizza USA

Austin, TX

Cashier

- Taking customer's orders and filling them correctly
- Use of basic math
- Customer service

Mar. 2003-Sept. 2004

Services Unlimited Plus

Glendale, AZ

Sales Representative

- Set and meet daily goals and sales objectives
- Door to door sales
- Money handling
- Leadership Skills

Aug. 2000- Dec. 2001

Weiner's Department Store

Austin, TX

Sales Associate

- Worked front end and stock room
- Created sales displays
- Customer service
- Cash handling

Education

October 2012-
Graduating October
2013

Virginia College

Austin, TX

Administrative Assistant