

Aydren Morris

2234 Fernwood Court, Hayward, CA 94541

(510) 491-5054, aydrenm@gmail.com

RELEVANT SKILLS

- Elevated requirements of individual appearance
- Superb phone manners
- Extraordinary time administration and hierarchical aptitudes
- Expert in cash handling
- Solid interpersonal aptitudes
- Capable in MS Office Applications

WORK EXPERIENCE

ITRenew, Newark, CA

November 2015-February 2017

Laptop Technician

- Undertaking repairing work for portable workstations, diagnosing, and settling equipment and programming flaws.
- Distinguishing the nature and reasons of disappointment of the PC frameworks and applying rationale and right approach for repair.
- Supplanting damaged equipment and overhauling programming in portable workstations.
- Looking at visual parts and ensuring the screen depicts clear picture.
- Guaranteeing portable workstations are giving loud and clear sound quality.
- Supplanting the non-working keys of the console and guarantee its smooth operations.

Red Robin, San Bruno, CA

January 2014-November 2015

Hostess and Trainer

- Oversee in-person and phone visitor request and client administration demands.
- Create compatibility with customers and produce rehash business through friendly attitude.
- Ask about beverage requests and give data to hold up staff.
- Take visitors to their assigned table, give data about specials, handle exceptional demands, and give server data.
- Prepare new host and hostess on administration arrangements.

Aydren Morris

Coco's Bakery, Hayward, CA

March 2013-March 2015

Hostess

- Checked dining room and visitor stream to boost table utilization and minimize client hold up times.
- Arranged tables for client use, including reworking the seating and tables to suit extensive gatherings.
- Addressed telephone calls and purpose client administration issues.
- Helped servers with exceptional solicitations and visitors request.
- Alarmed administration of potential or reported client issues.

Macy's, Palo Alto, CA

September 2012-February 2013

Sales Associate

- Reacting rapidly and creatively to client demands or concerns.
- Utilizing suggestive offering strategies to build deals.
- Offering data to clients about items.
- Up offering and making suggestions to clients.
- Serving various clients in a brief period of time.
- Doing re-promoting, presentation, cost markdowns obligations.
- Precisely finishing money registers exchanges.
- Representing the store in a professional and positive manner.
- Making and keeping up long haul associations with general clients.
- Helping in all store regulatory errands.
- Dealing with the clients' necessities while taking after organization systems.
- Incidentally opening and shutting the store.
- Sorting out the presentation of stock.
- Supporting clients with decisions by furnishing them with data about items.
- Holding fast to all store retail strategies and techniques.

Bladium Sports & Fitness Club, Alameda, CA

January 2009-May 2011

Telemarketer and Collections Representative

- Made calls to prospective customers.
- Sold ideas by giving item data.
- Kept up arrangements of customers that had officially called.
- Kept up call logs and report points of interest to manager.
- Investigate client records to figure out if it is viewed as delinquent.
- Plan and send notices of installments past due.

Aydren Morris

- Support clients in figuring out how to meet budgetary commitments without getting further behind.
- Spot telephone calls to clients to help them to remember installments and record parity.
- Plan delinquent record reports for administration.

Pizza Hut, Hayward, CA
2008

January 2008-August

Server

- Welcomed visitors, took requests and served the same.
- Cleared tables and set them prior and then afterward the visitors left.
- Helped in kitchen when required.
- Arranged and blended refreshments as needed.

Little Caesars Pizza, Hayward, CA

May 2006-February 2007

Team Member

- Took client requests in-person and by telephone and transformed money, credit, and check installments.
- Kept counter area perfect and clean.
- Observed eating region to alarm administration of issues or cleanup needs.
- Filled in for dining and kitchen staff as required.

EDUCATION

High School Diploma – Hayward High School – 2005

Associates of Arts of Accounting – Heald College – 2014