

# Tiara Wright

Fort Worth, TX 76119

tiara.wright2013@gmail.com - 8173495234

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Secretary**

Tabitha's tax company - Fort Worth, TX - January 2014 to Present

To make copies and shred papers document the information of the customers into a computer

### **Teacher Assistant**

Good Shepherd Christian academy - Fort Worth, TX - March 2016 to April 2017

To help kids develop a state of education thru their mental and physical state

### **Package Handler**

Amazon - Coppell, TX - September 2015 to November 2015

#### Responsibilities

To deliver fast but great service honour customer

#### Accomplishments

How to provide great service skills

#### Skills Used

Customer service and handling of objects

### **Customer Service Representative**

jesma marketing - North Richland Hills, TX - April 2015 to October 2015

#### Responsibilities

To provide free home energy audit to homeowners and great customer service

#### Accomplishments

Learning to increase my customer service skills

#### Skills Used

Computer skills and ability to talk on the phone

### **Cashier**

off the bone bbq - Fort Worth, TX - April 2014 to July 2015

#### Responsibilities

To handle the cash and provide great hospitality to our customer. To ensure a great looking environment for the customer

#### Accomplishments

How to handle cash and develop a clean environment

**Skills Used**

Cash handling, customer service, computer skills

**hostess**

Jump'N Apes - Arlington, TX - May 2013 to September 2014

**Responsibilities**

I had to cook and clean, decorate the room for each party cut the cake, and five of great customer service.

**Accomplishments**

I learn how to enjoy my job and meet new people. always make the customer happy and handle the money.

**Skills Used**

I demonstrated customer service, hospitality, handling the money in a time consuming manner.

**Event Staff**

Contemporary Services Corporation - Arlington, TX - March 2013 to July 2013

To check bags and check tickets and direct people to their right seat

**Customer Service Representative**

DSS Staffing - Fort Worth, TX - April 2013 to June 2013

**Responsibilities**

To provide health insurance to the customer

**Accomplishments**

Delevoping my computer skills and enhancing my customer service

**Skills Used**

Computer skill,communication skills,keyboard skills

**Sales Associate**

Vector Marketing - Arlington, TX - January 2012 to March 2012

To reliever great customer service going door to door selling knives and kitchen wear to the potential customers

**EDUCATION****cosmology in hair**

ogle school - Arlington, TX

2014 to 2016

**general in general**

Kennedale High School - Kennedale, TX

2013 to 2014

**SKILLS**

Keyboarding (2 years), Cash Handling (2 years), Customer Service (3 years), Telephone Etiquette (1 year), Multitasking (10+ years), Microsoft word (4 years)