

Marlisha Lewis  
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Dear Hiring Manager:

I am currently seeking a full-time employment opportunity. As you can see within my enclosed resume, I am proficient in a variety of skills. If offered the opportunity to work within your company, I am confident that my skill sets and training will allow me to excel.

I am working towards gaining employment; I am currently a participant in the Job Readiness Workshop offered through the Texas Workforce Commission. I am looking for a career that will add experience to building my career. Here are some of my key strengths that I would bring to the position. I am:

1. A self-starter
2. Disciplined
3. An excellent communicator
4. Very willing and eager to learn new things
5. Exceptional at customer service
6. Great team worker

You will find me a totally committed individual with pride in being motivated, flexible, and communicative. I can maintain records, perform numerical calculations with accuracy. And I need little direction to complete assigned tasks. These are the qualities that make an excellent candidate for this position.

I would appreciate your consideration of my credentials. If you believe there is a shared interest, I would greet the chance to meet with you to hear more about your company, the requirements of the position, and how my skills would be a good fit.

Thank you in advance for your consideration.

Sincerely,

Marlisha Lewis

# MARLISHA LEWIS

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## Professional Summary

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Passionate and motivated, with a drive for excellence. Strong organizational and prioritization abilities. Handles tasks with accuracy and efficiency. Dedicated to high levels of customer satisfaction. Looking for a position as a Customer Service Representative in a fast growth company.

## Skills

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- Active Listening
- Clerical
- Judgment and Decision Making
- Speaking
- Monitoring
- Computers and Electronics

## Experience

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### *Photo Specialist*

*May 2016-Sep 2016*

#### *Walgreens - Dallas, TX*

Handled, cleaned, and maintained photo-processing equipment, created prints according to customer specifications and laboratory protocols, inserted processed negatives and prints into envelopes for delivery to customers, read work orders to determine required processes, techniques, materials, or equipment.

### *Clerk*

*Jan 2015-Jun 2015*

#### *Hunter Medical Services - DeSoto, TX*

Managed a paper filing system, recorded information, updated paperwork, maintained documents, answered telephones and transferred calls to appropriate individuals, assisted with payroll functions, such as processing and submitting payroll, used computers for various applications.

### *Cashier*

*Oct 2014-Dec 2014*

#### *TurnAround Agenda Resale Store - Dallas, TX*

Greeted individuals entering establishment, received payments by cash, check, or credit cards, issued receipts, refunds, or change due to customers, assisted customers by providing information and resolving their complaints.

### *Cook*

*Jun 2014-Sep 2014*

#### *Burger King - Dallas, TX*

Maintained cleanliness and sanitation in work areas, operated large-volume cooking equipment such as grills, deep fryers, prepared and cooked food according to instructions.

## Education

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*High School Diploma : General Studies*

*Jun 2011*