

4611 Samuel Blvd. #159

Dallas TX, 75228

469-508-3201

Chyna21@outlook.com

<https://www.linkedin.com/in/shanice-horne-104852146/>

SHANICE HORNE

OBJECTIVE In the process of seeking a short/long-term goal in an entry-level position to grow within a company for Business Administration, Clerical, Customer Service Representative or Receptionist.

SKILLS & ABILITIES

- Reliable
- Strong work ethic
- Organized
- Team builder
- Microsoft/Math skills
- Excellent Problem-Solver
- Flexibility
- Phone answering
- Leadership
- Professionalism

EXPERIENCE

DELIVERY DRIVER/CUSTOMER SERVICE (BUCA DI BEPPO, FAVOR)

September 09, 2013-Present

- Time management via clear communications,
- Building relationships to satisfy consumers,
- Organized,
- Efficient order delivery

SERVER/HOSTESS (IHOP)

June 03, 2014- February 22, 2015

- Interact customers with a Positive Attitude
- Upsell new products
- Communicate with team workers
- Money Management

Evolution Development Group

May 31, 2017-June 29, 2017

- Account Managing
- Daily communication with clients
- Managed day-to-day operations
- Responsible for organizing and producing client transactions

EDUCATION**STRAYER UNIVERSITY-DALLAS-BACHELORS**

- Business Administration in Healthcare (January ,2015- December, 2020) GPA 3.974)
- The National Society of Collegiate Scholars (June 21, 2016) Scholarship, Leadership and Service

COMMUNICATION

- Time management,
- Reliable, and being able to communicate when solving problems is most efficient
- Understanding and learning is a priority,
- Relate to customers professionally,
- Fast Learner
- Positive attitude.

LEADERSHIP

To be a servant for others and setting a great example by putting my pride to the side and understand each team player is valued. Lead others by building a strong relationship with a student mentality amongst co-workers. Listen and learn to reach out in different assign task. Desire for success amongst peers.