

Treanity Meadows

Mansfield, TX 76063

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(682) 777-6643

To obtain a position where I can display outstanding customer skills, be apart of a growing and diverse team. Be in a position that offers frequent training and availability for growth opportunities.

Authorized to work in the US for any employer

Work Experience

ASSISTANT MANAGER

TACO BELL

July 2015 to July 2019

Enforced sanitary practices for food handling, estimated food cost, supplies, and inventory, maintained professional restaurant image, ensured consistent high-quality food preparation in timed guidelines

TAX PROFESSIONAL

PRO-TAX INC

November 2017 to February 2018

Prepare income tax documents for individuals and companies. Identified potential tax credits and liabilities. Ensure accurate and complete returns are filed in a timely manner. Complete tax forms in accordance with policies and compliance with current legislation and regulations.

SERVICE DESK ASSOCIATE

WALMART

September 2011 to October 2014

Assisted customers with complaints and concerns, processed store returns and refunds, enforced store policies and rules fairly among each customer

RECEPTIONIST

HARRIS CHIROPRACTIC

August 2008 to September 2011

Performed administrative duties. Assisted patients with making appointments. Processed patient's insurance, billing and personal records on behalf of the chiropractor. Signed patients in and out and directed them to proper waiting room.

References are available upon request.

Asistant Manager

Burger King - Ruston, LA

August 2008 to November 2010

Hired and trained employees. Performed daily managerial duties of scheduling, bank deposits, and food control. Held weekly meetings among employees to improve customer service and overall business goals.

Education

ASSOCIATE OF ARTS

TARRANT COUNTY COLLEGE

May 2019

DIPLOMA

JUNCTION CITY HIGH SCHOOL

May 2008

Skills

- Tax Preparation

Certifications/Licenses

Restaurant Management Certification