

# Taniqua McDuffie

Young Professional experienced in giving exceptional customer service and ensuring the best interest of individuals.

Hopeful to attain more knowledge in the customer service field while utilizing my prior skills along with my admirable personality.

## SKILLS & HIGHLIGHTS

- Customer service oriented
- Attention to detail
- Excellent time management
- Follows company safety precautions
- Team builder
- Great problem solver

## EDUCATION

Buffalo State College, Buffalo — *B.A in Media Production*

## MAY 2012

## EXPERIENCE

**Savoy Bar and Grille**, Stockbridge GA—Waitress

FEB 2018- PRESENT

- Take food and drink orders from customers and large parties.
- Stock serving stations and dining areas with food and supplies.
- Clean tables and area after guest departs restaurant.
- Assist host by answering phones and making reservations while ensuring great phone etiquette.

**Gateway Longview**, Buffalo NY—*Youth Development Counselor*

OCT 2012- JAN 2018

- Supervise the safety and well-being of youth in facility at all times.
- Develop and maintain therapeutic relationships with youth.
- Plan and supervise activities to promote social and cultural needs.
- Communicate daily to staff of the youth progress regarding behavioral, emotional, and medical needs.

**Peace Bridge Authority**, Buffalo NY— *Toll Bridge Officer*

MAY 2010-SEPT 2012

- Collected money from motor vehicle operators using toll facilities and bridges.
- Advised toll bridge users on safe reroutes, road conditions, and attractions.
- Informed supervisor of any customer service or operational issues.
- Directed traffic when busy to maintain bridge order and formation.

Atlanta, GA

30313

**(716) 560-4081**

**Taniquamcduffie1@gmail.com**

*Thurs e 12P  
11/7*

## Volunteer Work

### Zeta Archonette Club

2014-2016

Coordinated with parents to develop an individual recreational plan for girls to have safe activities to do after school. Conducted social and recreational field trips. Organized tournaments and leisure activities for youth.

## Additional Skills

- Problem Solver
- Attention to Detail
- Cash handling
- Stocking Inventory
- Personable Individual