

Malaya Cedeno

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Dear Employer,

I am writing in response to your advertisement for a position in your company. I have completed my GED, just moved to Georgia and I intend to enroll in where I may begin the journey of furthering my education and job career.

I am an enthusiastic, detail oriented, compassionate individual with strong work ethics and am eager to obtain more work experience. I have experience in the fast food industry, food service, telemarketing and as a daycare provider. I'm also currently enrolled in an employment program as I believe in self-motivation that leads to self-improvement. Additionally, some of my skills include an aptitude for problem solving, an ability to listen well, an infectious positive attitude and the capacity to motivate team members to greater success.

It is my firm conviction that I would be an asset to your organization due to an appreciation for hard work and my aspirations to grow with a company that fosters professional and personal growth of staff. I also readily embrace company ownership and am eager to increase my skill sets. If your company should hire me you would obtain a responsible, compassionate, energetic, reliable, teachable employee of excellence who enjoys working with and understands the importance of teamwork.

I have enclosed a resume for your review and will furnish my references upon your request. I look forward to hearing from you.

Thank you for your time and consideration.

Respectfully Yours,

Malaya Cedeno

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Team Member

SALATA - Atlanta, GA

July 2019 to Present

Many duties

Customer Service Representative

Miss D's Praline & popcorn - Atlanta, GA

March 2019 to April 2019

- Greet customers walking in
- Answer any questions
- Make sure store is clean
- Give Out samples
- Give correct change to customer
- Answer phone calls
- Take pre orders

CSR/Cashier

Charleys Philly Steaks - Lansing, MI
October 2018 to December 2018

- Take orders
- Greet customers
- Make transactions
- Start fryer
- Make sub orders
- Clean store
- Prepare store before they open
- Make sure counters are clean

In Home Child Care

Myself - Lansing, MI
November 2012 to July 2017

Planned and implemented activities to meet the physical, emotional, intellectual and social needs of the children in the program

Provided nutritious snacks and lunches

Provided adequate equipment and activities

Ensured equipment and the facility was clean, well maintained and safe at all times

Provided weekly and monthly schedules of activities

Developed culturally appropriate programs and activities

Developed activities that introduce math and literacy concepts

Established policies and procedures including acceptable disciplinary policies

Shift Manager/Customer Service Representative

Domino's Pizza - Lansing, MI
November 2015 to December 2016

- place/unpackaged truck orders
- maintain safe & register count
- maintaining control
- give crew feedback on performance
- handle write ups & explain company policies

perform leadership
assign cleaning tasks on deployment
maintaining RUSHES
doing manger walks

Telemarketer

American Cancer Society - East Lansing, MI
April 2014 to April 2015

- Make calls to previous donors
- Handle any questions they have

Telemarketer

Phone Bank Systems - East Lansing, MI
June 2014 to December 2014

Make calls to clients
Meet qualifications
Make LERA
Call clients

On Call Banquet Server

MSU - Lansing, MI
October 2013 to April 2014

Cleaned and kept dishes in accordance with MSU's policy.

- Served food in accordance with MSU's policies and Health
- Department requirements.
- Kept a neat, clean, and proficient work area.
- Also was responsible for maintenance work which included, sweeping, mopping, hosing down floors, changing trash, stacking plates, and loading the dishwashing machine.
- Ensured equipment and the facility was clean, well maintained and safe at all times

Server, East

MSU - Lansing, MI
October 2013 to December 2013

Accurately and quickly took and placed all food orders

- Cleaned and kept dishes in accordance with MSU's policy
- Prepped and prepared food in accordance with MSU's policies and Health Department requirement
- Checked food for appearance, temperature and portion size
- Kept a neat, clean, and proficient work area

Education

GED

Harry hill vocational - Lansing, MI
October 2014 to December 2014

Skills

- Microsoft word (5 years)
- Server (8 years)
- Communications (2 years)
- Crew Member
- Customer Service
- Food Service
- Call Center
- CSR
- Customer Care
- Customer Support

Assessments

Basic Computer Skills — Highly Proficient

March 2019

Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems.

Full results: https://share.indeedassessments.com/share_assignment/jnalosgfpz5jcyzb

Verbal Communication — Completed

March 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: https://share.indeedassessments.com/share_assignment/okz0h9pylrp7ogfs

Conscientiousness — Expert

March 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_assignment/yjxe6glyo4vk9zca

Problem Solving — Completed

March 2019

Measures a candidate's ability to analyze relevant information when solving problems.

Full results: https://share.indeedassessments.com/share_assignment/7bj9jpwkzjbonk5o

Basic Word Processing with Microsoft Word — Completed

March 2019

Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text.

Full results: https://share.indeedassessments.com/share_assignment/g2vrcqjpwiadnzyz

Reliability — Highly Proficient

March 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_assignment/q-x-s6ty3h46odcf

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Summary Qualifications:

- Ability to effectively work with a wide variety of people
- Ability to handle conflict successfully
- Ability to work effectively in a team setting
- Able to motivate team members to greater success
- Diplomatic and tactful with both professionals and nonprofessionals
- Ability to learn new skills quickly and accurately
- Able to integrate many different skills to achieve success