

# Lauryn Jacks

**I complete tasks efficiently with a contagious smile on my face!**

Atlanta, GA

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I'm 18 years old and have great customer service, I'm good with Microsoft and I'm slightly fluent in Spanish. I believe in bettering the whole company I work for as opposed to just seeing myself succeed.

## Work Experience

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### **Cashier and Customer Service**

Wendy's Incorporated - Marietta, GA

August 2019 to November 2019

While working at Wendy's, I was tasked to greet employees and take their orders. I am very sociable and every customer was pleased with my service.

### **Receptionist**

Archdiocese of Atlanta - Smyrna, GA

September 2017 to May 2018

My internship required me to answer phones and direct visitors to designated areas. I also took messages for managers and scheduled meetings for my supervisor.

### **Chick fil a cashier**

Chick-fil-A - Marietta, GA

August 2017 to May 2018

At chick fil a I was a cashier and drive through associate. My position consisted of keeping the flow of traffic low so customers could get their meal as quick as possible. I was highly accomplished at starting positive and welcoming under pressure.

### **Waitress**

Landmark Diner - Atlanta, GA

June 2015 to January 2017

while working at the Landmark Diner I took people's orders and entertained the customers in my care. I'm very sociable and I checked in with customers frequently to make sure they were happy with their order.

## Education

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### **High school or equivalent in Biology**

Atlanta Technical Institute - Atlanta, GA

August 2019 to Present