

Sandy Davis

Los Angeles, CA 90047

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- Dependable, positive, committed to excellence, personable customer service agent driven to assist customers. Team player and leader who treats everyone as an equal. Can handle high- pressure environments, while keeping a positive and friendly attitude.

Twenty five years of varied customer service and experience.

Certified in BLS, HIPAA, Universal Precautions, and Security

Highly motivated, strong work ethic, accelerated learning ability and detail oriented

Able to set priorities and adapt as priorities change.

Authorized to work in the US for any employer

Work Experience

Lead Concierge

AGI Airport Butler-Los Angeles, CA

April 2023 to Present

Escort high profile VIP clients throughout LAX and assist them with all their needs such as ticketing, luggage, arranging transportation with driver, access to lounges and ensuring they have a seamless experience at LAX.

COVID-19 Screener

Safesite-Los Angeles, CA

April 2022 to January 2023

Test employees that work at MBS Studio and CBS Studio for Disney projects. Deliver samples to the lab and also concierge for actors and directors.

COVID-19 Screener

Visit Healthcare-Los Angeles, CA

June 2021 to January 2023

Collect samples and register clients for Covid testing at screenings, studios and other major events for Netflix and concierge for actors.

Ticket Agent/Customer Service

Viva Aerobus-Los Angeles, CA

June 2022 to August 2022

Checked in passengers for boarding and labeled baggage for designated flights. Transferred carry on bags from the jet bridge to be loaded on plane and checked in passengers at the gate.

Cosmetologist

Stylistics-Culver City, CA

January 2012 to October 2021

Spa 313, Inglewood, CA 2009 - 2012

Built Cosmetology business via excellent customer service and creative problem-solving.

Coordinated hair shows. Interviewed potential stylists. Managed schedules. Maintained and ordered supplies. Effectively resolved customer service issues.

Cosmetologist

Second 2 None-Inglewood, CA

January 1998 to January 2012

Consulted with clients and styled hair. Performed scalp manipulations. Assigned walk-ins to stylist and interviewed potential stylist.

Education

Associate of Arts in Medical Administration

Los Angeles Trade Tech College - Los Angeles, CA

certificate

CBD College - Los Angeles, CA

Skills

- Twenty five years of varied customer service and experience.
- Highly motivated, strong work ethic, accelerated learning ability and detail oriented
- Able to set priorities and adapt as priorities change.
- Certified in BLS
- HIPAA
- Universal Precautions
- Security
- EKG Monitor Technician
- Medical Terminology
- Interviewing
- Medical Imaging
- Microsoft Word (1 year)
- Communication skills
- Customer service
- Organizational skills
- Medical office experience
- English
- Product demos
- Marketing
- Employee evaluation
- Time management
- Guest services
- Guest relations
- Analysis skills

- Travel planning
- Sales
- Computer skills
- Cash handling
- Phone etiquette
- POS
- Computer literacy

Certifications and Licenses

Certified Medical Assistant

Cosmetology License

EKG Certification

Certified Surgical Technologist

Guard Card

May 2023 to August 2025

Barbering License

Driver's License