



RHYANN ATWOOD

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Summary

Dedicated and organized administrative professional with 6 years of experience in front desk and support roles. Skilled in customer service, scheduling, and multitasking with a proven ability to maintain a welcoming and efficient workplace.

Skills

- Time management
- Customer Service excellence
- Multitasking and problem-solving
- Attention to detail
- Strong communication (verbal and written)
- Scheduling and calendar management

Experience

Home Depot | Tacoma, WA

Head Cashier

06/2023 - *Current*

- Provided excellent customer service by assisting customers with purchases, returns and inquiries in a fast-paced environment
- Maintained a clean and organized workplace and restocking essentials items
- Collaborated with other associates to ensure smooth front end operation and a positive experience

Baskin Robins | Renton, Washington

Server

04/2022 - 10/2023

- Served food and beverages to patrons and confirmed complete orders.
- Cleaned tables and chairs to prepare dining area for next customers.
- Followed health safety guidelines when preparing and serving food products.
- Greeted customers, answered questions and recommended specials to increase profits.

Puyallup Fair | Puyallup, Washington

Administration Assistant

(Volunteer)-Local Nonprof

09/2023 - 09/2023

- Organized and maintained files, documents and event materials to support and supplies was properly organized
- Assisted with set ups and breaking down, ensuring all equipment and supplies were properly organized
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Christmas parade | Puyallup, WA

Volunteer

12/2022 - 12/2022

- Provided guidance and support to fellow volunteers during their shifts.
- Provided assistance to staff in the daily operations of the organization.
- Provided guidance on where to park and where to drive

Education and Training

Tacoma Community College | Tacoma, WA

Bachelor of Science in Nursing