

Siannah Hudson

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Summary

Receptionist who answers a high volume of incoming calls while handling in-person inquiries from clients and colleagues. Flexible and hardworking with the drive to succeed. with 2 years of experience. also includes paper filing and also mailing. Fast food worker highly efficient at preparing food orders quickly while greeting all customers and managing the cash register accurately.

Highlights

- Cash handling
- Neat, clean and professional appearance
- Reliable team worker
- Math and language skills
- Commercial deep fryer and slicer operation
- Comfortable standing for long time periods
- Excellent multi-tasker
- Proven leader
- Time management
- Self-directed
- Strong problem solver
- Dedicated team player
- Professional and mature
- Understands grammar
- Business writing
- Proofreading
- Billing and coding
- Mail management
- Schedule management
- Self-starter
- Microsoft Office proficiency

Accomplishments

Recognized by peers and management for going above and beyond normal job functions.

Experience

Little Ceasars Pizza

Crew Member/Leader

San Pedro, CA

Inland Valley Newspaper

Assistant

San Pedro, CA

Education