

## Beverly Crane

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**Objective:** To excel as a great partner with your company. Where I will provide great customer service, a wide variety of skills and willingness to train in all, other aspects of professional services.

**Experience:** Huddle House  
**Waitress/Cashier** Holly Springs, Ms  
8-2007 to 2-2009

- Welcome customers.
- Contributed to all aspects of a customer's needs.
- Helped in preparation of food and to-go orders.
- Learned all aspects of what a waitress/ cashier should be.
- Received cash, checks and completed credit-card transactions from customers and employees.
- Issued change and cashed checks.
- Maintained inventory of the restaurant
- Open/close restaurant

Princess Tours  
**Front Desk Rep./ Bell Attendant**

DENALI, AK  
5-2009 to 9-2009

- Greeted Guest
- Escorted incoming hotel guests to room and assisted with hand luggage.
- Kept record of calls for service
- Delivered luggage to and from hotel rooms.
- Supplied guests with travel information, such as transportation rates, routes and schedules.
- Greeted, registered and assigned room to guests.
- Issued room key and escort instructions to bellhop.
- Maintained high standards of excellence.
- Offered information pertaining to available services and facilities of hotel, points of interest and entertainment attractions.

Super Dollar  
**Cashier (CSA)**

Byhalia, MS  
10-2011 to 01-2015

- Greet Customers
- Help maintain a people friendly environment.
- Receive cash/credit, debit transaction.
- Provide great customer service skills to each and every customer.

Dollar Tree  
**Cashier (CSA)**

Holly Springs, Ms  
02-2017 to 08-2017

Racor Parker Hannifin  
**Warehouse Associate. (Material Handler).** Holly Springs, Ms  
10/2017 to 5/2020

- Maintains inventory.
- Identifying, labeling and placing materials and supplies in stock
- Recording and creating location of inventory
- Prepares finished stock for shipment.
- Operate forklifts and pallet jacks to move, put away product.
- Examine ingoing and outgoing shipments.
- Organize warehouse space.

Asics Cooperation.  
**Production worker.**

Byhalia,Ms  
**2021-2022**

Maverick Health.

**Site Lead/Covid Tester (Specimen Processor)**

Holly Springs,Ms/ Ashland,

Ms

**07/2022 -03/2023.**

- Assist with the setup of testing sites on a daily basis.
- Assist with testing schedules.
- Orderly processing of tests and remind patients about health and hygiene measures.
- Prepare testing samples for analysis, conduct processing interpret results.
- Input test results to digital solution
- Clean test bays as required and collect and dispose of clinical waste and in accordance with.
- Demonstrate positive person and professional behavior and to handle all personal data and confidential and secure manner.
- Handle and store potentially contaminated nasal sample.
- Report positive and negative response cases according to established protocols and reporting mandates.
- Set up maintain and verify sterility of lab equipment and tools.
- Lab specimens drop offs.

**Education:** International Air and Hospitality Academy

**Airline/Travel Specialist**

- Trained extensively in Apollo Computer System, Telephone Sales, Fare construction, Customer Service, Airport Operations and Airport codes, Itinerary planning and Airline Safety
- Cycle Counting, High Performance Team (HPT), and Kaizen and Lean Team
- Forklift Certification (Sit Down, Stand lift)

**References:** Kelli Allen (662)544-6276  
Mavis Robinson 662)278-9038  
Nicole Town (206)551-5412