

Hannah Langley

Administrative Assistant - The Center for Fine Art Photography

Fort Collins, CO 80528

hannahlangley65_ia@indeedemail.com - (337)-292-5859

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Assistant

The Center for Fine Art Photography - 2016-10 - Present

Telemarketer

Golden Nugget Casino - 2015-01 - 2016-05

Delivery Driver

Waitr Food Delivery - 2015-08 - 2016-03

Phone Operator

Southwest Call Center - 2014-01 - 2015-01

Administrative Assistant

Schlamps Family Medical Center - 2013-03 - 2014-11

EDUCATION

Process Technology

Sowela Technical Community College

2009 - 2016

Sam Houston High School - Lake Charles, LA

SKILLS

CASHIER, CUSTOMER RELATIONS, FILING, FOOD INDUSTRY, INVENTORY

ADDITIONAL INFORMATION

RELEVANT SKILLS

Office, Time Management and Problem Solving

- Multiline Phones, Filing and organizing
- Able to prioritize duties - Understands the difference between urgent and important
- Proficient in multitasking
- Defining the problem, generating alternatives, evaluating and selecting alternatives.
- Implementing solutions.

Communication

- Effective speaking

- Conversational skills
- Non-verbal communication
- Active listening
- Presentation and writing skills

Food Industry Skills

- Front of House, cashier, efficiently taking orders, customer relations, restaurant cleanliness
- Back of House, bussing tables, dishwashing, food prep, inventory
- Experience in expediting and serving as well as soft line cook positions