

MAKIAH TAYLOR

Contact

✉ makihtaylor16@gmail.com
☎ (928) 978-8008
📍 3431 Stover St, Fort Collins, CO
80525, USA Fort Collins, CO,
80525

Education

PAYSON HIGH SCHOOL

GPA: 3.6

Payson, AZ

High School Diploma (May 2019)

Award And Honor

Honor Roll 4 years

Extracurricular Activity

Volleyball, FFA, and 4-H

Additional Skills

Customer Service

Work Ethic

Responsibility

Respect

Professional Experience

Jan 2017 – May 2019

ACCOUNTANT

Taylor Accounting, Payson, AZ

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Provide internal and external auditing services for businesses or individuals.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.

May 2016 – Jan 2017

WAITRESS

Reno Creek Cafe , Tonto Basin, AZ

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Collect payments from customers.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Take orders from patrons for food or beverages.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.

May 2016 - Aug 2016

FRONT DESK

Payson Eye Care, Payson, AZ

- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Transmit information or documents to customers, using computer, mail, or facsimile machine.
- File and maintain records.

References

MARSHA FITZHUGH, AG/FFA TEACHER, PAYSON HIGH SCHOOL

(602) 291-2152 - marsha.fitzhugh@pusd10.org - Teacher

DR. LERENZO GONZALES , VETERINARIAN, RIM COUNTRY VET CLINIC

(928) 474-5325 - Intern Employer

AMBER MATHEWS, VOLLEYBALL COACH, PAYSON HIGH SCHOOL

(623) 341-9096 - Coach