

# Sumayya Freeman

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Authorized to work in the US for any employer

## Work Experience

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### **Front Desk Agent**

La Quinta Inn & Suites - Effingham, IL

May 2023 to Present

Check people in and out, prepare reservations, stock, greet customers, count drawer

### **Volunteer**

Effingham County Humane Society - Effingham, IL

March 2019 to April 2022

took care of cats and dogs, cleaned enclosures, took dogs on walks, fed dogs and cats

### **Team Member**

Smoothie King - Effingham, IL

2021 to 2022

### **Cashier**

Dairy Queen - Effingham, IL

October 2019 to January 2020

### **Busser**

Niemerg's Steak House - Effingham, IL

September 2019 to January 2020

## Education

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### **High school diploma**

Effingham, IL

August 2018 to May 2022

## Skills

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- Busser
- Cashiering
- Cash Handling
- Food Service
- Microsoft Word

- Restaurant Experience
- Microsoft Excel (10+ years)
- Pet Care
- Food Preparation
- Host/Hostess
- Front Desk
- Guest Services

## Certifications and Licenses

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### **Food Handler Certification**

#### **Driver's License**

March 2020 to June 2025

## Assessments

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### **Work style: Reliability — Proficient**

June 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

July 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Food service: Customer situations — Proficient**

July 2023

Identifying and addressing customer needs in a food service setting

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

May 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Medical receptionist skills — Proficient**

June 2023

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

### **Retail customer service — Proficient**

July 2023

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Front desk agent (hotel) — Proficient**

May 2023

Selecting hotel rooms based on requests and identifying errors in hotel data

Full results: [Proficient](#)

### **Delivery driver — Proficient**

June 2023

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

### **Veterinary technician — Proficient**

August 2023

Providing medical care to animals in a veterinary setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.