

**Allison Smith**  
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## Profile

Recent high school graduate with a 4.0 GPA with excellent time management and communication skills. Proven team-building experience and a strong work ethic and desire to learn.

## Work Experience

### **Volunteer, Her Place Women's Shelter, Atlanta, GA**

*January 2019-Present*

- Welcome incoming patients and guests and assist individuals in locating their rooms and obtaining various necessities
- Assist in cleaning empty rooms, including changing linens and wastebaskets and sterilizing all surfaces
- Help increase resident's satisfaction by answering questions, distributing mail and providing guidance to local help organizations
- Maintain confidentiality of all shelter residents
- Be available for a flexible work shift

### **Cashier, Family Restaurant, Atlanta, GA**

*February 2018 - January 2019*

- Handled approximately 50 food service transactions each shift, including issuing receipts and recording customer suggestions
- Seated customers and provided water and necessities as they entered the establishment
- Answered incoming phone calls and took reservations on a daily basis
- Relayed customer orders to the kitchen
- Assisted wait staff and kitchen staff as needed

## Education

### **High School College Prep Diploma**

*Atlanta High School, Atlanta, GA, August 2015 – May 2019*

## Key Skills

- Microsoft Word
- POS systems
- Multiline phone system
- Communication skills
- Advanced math abilities
- Customer service experience