

LENA FOSTER

SKILLS

- Some clerical experience
- Excellent customer service skills
- Willing to try new things
- Helpful
- Positive attitude
- Team player

VOLUNTEER EXPERIENCE

JANUARY 2017 – APRIL 2019

RECEPTIONIST, INDEPENDENCE, INC.

Answer phones; direct calls; greet and assist customers

OCTOBER 2016 – DECEMBER 2016

SILVERWARE ROLLER, BIGGS BARBEQUE

Roll knives and forks into cloth napkins

SEPTEMBER 2016 – OCTOBER 2016

CREW MEMBER, PIZZA HUT

Label boxes with coupons

EDUCATION

GENERAL STUDIES DIPLOMA, VALLEY FALLS HIGH SCHOOL