**OBJECTIVE**

Dawn Williams

[Type your address]⦁[Type your phone number]⦁[Type your e-mail address]

Dawn Williams

107 Hilda Drive, Vicksburg, MS 39180⦁601.61978.07374⦁

An employment opportunity with a valued company that utilizes my customer

service skills.

**EDUCATION**

Vicksburg High School⦁August 2004-May 2008

* High School Diploma
* Perfect Attendance

**Hinds Community College** ⦁**August 2008- July 2011**

* Associates in Arts
* President’s and Dean’s List

**Jackson State University** ⦁**August 2011- May 2014**

* Bachelor’s of Science, Psychology
* Psychology Club Secretary

**EXPERIENCE**

Blackburn Motor Company⦁March 2007 – April 2008

* Answering phones and service calls, making service files, filing messages.

**Rusty’s Riverfront Grill** ⦁**April 2008- January 2011**

* Seating and greeting customers, taking delivery and carry-out orders,

taking customer food and beverage orders, meeting customer quotas.

**Love Culture** ⦁**January 2011-August 2012**

* Sales associate who greeted customers, dressed mannequins, assisted with

inventory orders, processed refunds and store credits.

**The U Sports Bar and Grill** ⦁**August 2012- August 2013**

* Seating and greeting customers, taking food and beverage orders, assisted

in liquor order, counted liquor inventory, bonding with customers on a daily

basis.

**Ameristar Casino and Hotel** ⦁**January 2014- Present**

* Receiving and delivering beverage orders, meeting customer quotas,

plan marketing strategies.

**Vicksburg Warren School District**

**Attendance Secretary October 2017-present**

* Tracking the attendance of students, answering parents questions regarding attendance, input daily attendance data for students,

run attendance reports and help school officials

identify student attendance problems.

**SKILLS**

* Strong cash register skills, creative and fast learner, attentive listener,

good communication skills, years of customer service experience.

**REFERENCES**

* Available upon request