

Kalyah Allen

Milwaukee, WI 53210

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(414)-323-3597

Proactive high school student (3.6 GPA) with proven communication, leadership, and teamwork skills. Aiming to leverage my abilities to successfully fill the Call Center Representative role at your company. I am frequently praised as diligent by my peers, I can be relied upon to help your company achieve its goal.

Work Experience

Assistant Teacher

Mini Miracle Learning Center - Milwaukee, WI

December 2018 to Present

Establish and enforce rules for behavior and procedures for maintaining order.

- Teach basic skills such as color, shape, number, and letter recognition, personal hygiene, and social skills.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Read Books to entire class or small groups.
- Prepare Material and classroom for class activities.
- Meet with parents and guardians to discuss their children's progress and needs to determine their priorities for their children and suggest ways they can promote learning and development.

Cashier, Concession Stand, Event Host

Sky Zone - Pewaukee, WI

June 2018 to September 2018

Serve food, beverages, or desserts to customers in such settings as take-out counters of restaurants, or lunchrooms.

- Balance receipts and payments in the cash register.
- Receive Payments by cash, checks, credit cards, vouchers, or automatic debit.
- Answer customers' questions and provide information on procedures and policies.
- Greet customers entering the establishment.

Cashier / Customer Service

AKIRA Chicago - Brookfield, WI

October 2017 to January 2018

Balance receipts and payments in the cash register.

- Receive Payments by cash, checks, credit cards, vouchers, or automatic debit.
- Greet customers entering the establishment.

Issue Receipts, refunds, credits, or change due to customer.

Education

High School Diploma

Wauwatosa West High School - Wauwatosa, WI

June 2020

Skills

- Childcare
- Teaching
- Early Childhood Education

Certifications and Licenses

CPR/AED

CNA