

Halley Felix

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I am currently a student at Anoka Ramsey Community College studying to become a nurse. I'd like to work in a professional environment to grow my skills both with people and analytically. I have excellent customer service skills, a professional persona and work well with others.

Work Experience

Resident Assistant

Ebenezer - Roseville, MN

February 2021 to March 2022

As a resident assistant at Ebenezer I have the responsibility to care for a set of residents on a given floor. my duties include providing cares, transfers, administering medications, as well as delivering meals, and maintaining proper communication with the nurses. This job requires you to be able to work efficiently while maintaining safety.

Office Assistant

Signature Patio & Landscape Co - Otsego, MN

May 2017 to November 2020

At Signature Patio & Landscape Co. my job required me to solve problems professionally and efficiently. My daily tasks included (but not limited to):

- Take incoming phone calls
- Answer any questions clients had
- Schedule appointments with clients
- Sort and organize files and company receipts
- Data entry of clients into Microsoft Office software
- Keep work area clean

Hostess/Take-out/Server

Buca di Beppo - Maple Grove, MN

January 2019 to January 2020

At Buca Di Beppo I did many things such as be a hostess, takeout, and a server. my tasks generally included:

- Taking customer to-go orders
- Greeting customers
- Coordinating seating and organizing reservations
- Answer all telephone calls
- Accommodating and managing private parties
- Cleaning and preparing tables
- Training in new employees
- preparing for catering orders/ taking catering deliveries

Cashier

Target - Rogers, MN

June 2018 to December 2018

At Target my job was to provide customers with excellent service, by cashiering and helping out at the guest service desk. I assisted managers with tasks when the day was slow. This job also required good work ethic and positive attitude.

Noodle Ambassador

Noodles & Company - Elk River, MN

August 2016 to July 2018

At Noodles and Company my job was to serve customers and make sure their needs were met. I gained knowledge on how to deal with customers. I was here for about 2 years and I learned a lot about this occupation. Part of my job description was to maintain a healthy and clean store as well as provide the best possible food and service.

Certifications and Licenses

Basic Life Support (BLS)

CPR Certification

First Aid Certification

Certified Nursing Assistant (CNA)