

Arayona Owens

Sumter, SC 29154

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Hardworking and focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success. Skilled team player with strong background in customer service environments. Works well independently to handle assignments and always ready to go beyond basic assignments. Quick learner with good computer abilities.

Work Experience

Security Guard

Eaton - Sumter, SC

December 2021 to Present

- Monitor cameras
- Monitor office cubical
- Monitoring production floor
- Make ids for employees
- Conduct parking inspections and ticket vehicles
- Sort and distribute mail
- Check email/ mailbox
- Maintain rounds every hour
- Conduct all truck gates
- Enforcing Covid- 19 safety procedures

Insider/ Cashier

Marco's Pizza - Sumter, SC

June 2020 to October 2020

My job responsibilities at Marco's Pizza are

- Fold pizza boxes.
- Prepared topping and pizza dough to be cooked .
- Completed customer orders by packaging or trayng the prepared food with utensils, napkins and condiments.
- Monitored the dining area and employee work stations to quickly clean up spills and restock supplies.
- Helped customers identify desirable menu items and customize combinations of offerings.
- Took orders and processed payments for dine-in, carry-out and drive-thru customers.
- Engage each guest warmly and with a friendly demeanor to build an immediate positive relationship.

Education

High School Diploma

General Highschool - Sumter, SC

August 2019 to June 2022

Skills

- Leadership
- Training & development
- Cashiering
- Cash handling
- Food safety
- Organizational skills
- Customer service
- Food Preparation
- Security

Certifications and Licenses

Driver's License

September 2021 to September 2029

Gives me the ability to drive an automobile

Registered Security Officer

December 2021 to December 2022

Guard Card