



# QUAJIRA HARRISON

Preferred Name: Dolli Harrison

## Contact

Houston, Texas 77019

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## Summary

Competent, hospitable and constructs dependable relationships with all individuals while being friendly and maintaining a positive attitude. Attentive, punctual, organized and excels at handling concerns and taking initiative.

## Skill

- ✔ Customer Service
- ✔ Organized and Efficient
- ✔ Time Management
- ✔ Safe Work Habits

## Education

HS Diploma  
East Side High School | 08.2008 - 06.2012

Mixology Certification  
Famous Bartending School | 2015

## Work Experience

Medical Office Specialist | 08.2022 (Current)  
Gulf Coast Vascular | Houston, TX

- Coordinated patient check-in, check-out and payments for billing.
- Communicated with physicians and associated staff to check documentation for proper signatures.
- Adhered to HIPPA and company policies and scripts to consistently achieve call-time and quality standards.

Server & Bottle Service | 04.2020 - 08.2023  
Love Lounge | Plainfield, NJ

- Handling cash, credit, and debit card transactions, ensuring charges are accurate and returning correct change, balancing the cash register.
- Delivered bottles and served drinks to guests. Developed and maintained relationships with guests by providing tailored service
- Maintained fast paced work ethic while working with large crowds during hectic even

Bartender & Hostess | 10.2017 - 04.2020  
NICO Kitchen & Bar | Newark, NJ

- Checking identification to ensure customers are the legal age to purchase alcohol.
- process transactions using the POS system
- Efficiently set-up and break-down breakfast, lunch, dinner, and cocktail hour including setting tables, arranging linen, silverware, china and glassware.

Dining Server | 04.2016 - 08.2017  
American Cruise Lines | Mississippi River, US

- Efficiently set-up and break-down breakfast, lunch, dinner, and cocktail hour including setting tables, arranging linen, silverware, china and glassware.
- Greeting guests upon embarkation, serving afternoon cocktails and snacks, and cater evening entertainment.

## Hobbies

- ✔ Organizing
- ✔ Decorating
- ✔ Drawing
- ✔ Reading

## References

Taylor Plummer  
Lounge Manager

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