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| Gianna arrizola |
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| Objective |  |  |
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| I would like to secure a position as a customer service representative where I would be able to utilize my interpersonal and communication skills. |  |
| Experience |
|  May 2022-Current**Refinery Security Receptionist, Allied Universal*** Greeted employees and verified active identification for entry.
* Verify and key data into the security database.
* Answered and directed calls to appropriate departments.
* Created daily reports of all scanned employees and activity for the day.

October 2021-May 2022**Delivery Driver, DoorDash*** Pick up meals from local restaurants, check accuracy and drop off at customer locations.
* Maintained high ratings from customers for friendly and efficient service.

September 2019- October 2020**Retail Sales Associate, CVS Health*** Greeted each customer and offered assistance in finding requested items, helping boost customer satisfaction and retention.
* Operated cash register, collected payments and provided accurate change.
* Assessed floor displays to restock merchandise.

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| Skills |
| * Customer Service
* Data Entry
* Communication and Interpersonal Skills
* Problem-Solving
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| Education |
| May 2022High School Diploma, Texas Success Virtual Academy  |