

Alina Arif

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Objective

I am actively seeking a position where I can establish and grow in a meaningful, long-term career. I am committed to contributing my skills, dedication, and enthusiasm to a company that values employee development and provides opportunities for professional advancement.

Skills

Communication, Customer service, Salesmanship, Analytical thinking, Attention to detail, Problem-solving, Time management, Adaptability, Ethics and integrity

Experience

March 2018- June 2020

Texas Restaurant, Richardson Tx- *server, expeditor, and hostess*

- Assist customers with food and beverages, explain menu items accordingly, suggest menu items accordingly, promote weekly specials, take orders and prepare food items. Handle large monetary transactions including but not limited to: Cash, coupons, debit/credit cards. Maintain All company, Department of Health and TABC policies, procedures and guidelines.

June 2013- March 2018

Fish City Grill, Garland Tx - *server, hostess and expeditor*

- Worked as a team member performing cashier duties, product assistance, and cleaning while providing excellent customer service. Preparing orders, assisted customers with food selection, inquiries, and special-order requests. Maintained All company, Department of Health and TABC policies, procedures and guidelines.

June 2020- November 2023

Wylie Dentistry Co., Wylie Tx - *Registered Dental Assistant*

- Playing a vital role in the office by assisting dentists and hygienists with various tasks to ensure smooth and efficient patient care. Am responsible for preparing treatment rooms and patients for dental procedures, which includes sterilizing and arranging instruments and equipment. During procedures, I provide chairside assistance to dentists, passing instruments and ensuring patients are comfortable. Also took on administrative duties, such as scheduling appointments, managing patient records, and handling billing and insurance claims. N2O and CPR certified as well.

Education

July 2019- June 2020

PCI Health Training Center, Richardson Tx - *Registered Dental Assistant Certification*

2015

Wylie East High School, Wylie Tx - *High School Diploma*

Communication

- Clear Communication: Simplify complex information.
- Empathy: Understand and resolve concerns to my best ability.
- Conflict Resolution: Handle disputes professionally.
- Persuasion: Convince clients effectively.
- Professionalism: Maintain respect.
- Written Skills: Create precise documents.
- Negotiation: Secure fair terms.
- Time Management: Meet deadlines.