**Bryttni D. Hawkins**

**Washington DC|** [**BryttniHawkins@gmail.com|**](mailto:BryttniHawkins@gmail.com|) **202-394-7506**

Admin Assistant with experience working in professional environments. Looking to combine my passion for office support with my strong customer service skills.

**Skills**

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| --- | --- | --- |
| Customer Service | Problem Solving | Microsoft Office Suite |
| Hospitality | Retail and Sales | Organizing and Prioritizing |
| Office Support | Cash Handling | Oral/written Communication |

**Professional Experience**

**Busboys & Poets | Busser | March 2019 - March 2020**

* Responsible for providing frontline genuine anticipatory service to clients and participants in all aspects of hospitality to restaurant patrons.
* Responsible for building and maintaining rapport with colleagues and interact with our clients to ensure they have a great experience.
* Set up, replenish, maintain, and breakdown Food and Beverage stations.

**Indian Head Thrift Store | Cashier | September 2014 – December 2015**

* Operated the cash register and point of sales system to ensure accurate and timely check out process.
* Maintained and monitored assigned sections of sales floor through merchandising and recycling guidelines.

**Agape Woodland Tigers Youth Academy | Program Assistant| June 2014 – August 2014**

* Served as a mentor teaching and interacting with children and youth ages 5 and up through fellowship and networking events for young adults and teenagers.
* Provided a safe and inviting environment for children and youth.

**Stoddert Recreational Center | Maintenance Worker | June 2013 – August 2013**

* Performed janitorial duties in a satisfactory and timely completion on varying shifts.
* Maintained the cleanliness of all common areas, follow procedures for the use of chemical cleaners and industrial equipment, to prevent damage to floors and fixtures.

**Library of Congress | Program Support Assistant |June 2012 – August 2012**

* Served as an Administrative Support Assistant, performing assistance to Library of Congress staff on administrative, technical, and clerical matters.
* Utilized procedural knowledge of administrative regulations and automated office tools to manage daily operations.

**Education**

05/2018, Generations DC, Completed Hospitality Certification

12/2016, CCPREP, Microsoft Office

2011 - 2014, St. Augustine College, Web Design Credits

2011, Cesar Chavez Parkside Campus High School, High School Diploma