**Dunjerral Floyd**

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Pensacola, FL 32534 Email: floydd1988@gmail.com

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**PROFILE:**

Detail-oriented, hard-working, fast learner, with a passion for providing excellent service

**SPECIAL SKILLS:**

* Dedicated
* Cooperative
* Good interpersonal skills
* Excellent customer skills
* Dependable

**WORK HISTORY**:

**Rafael-Beni Services**

**Office Assistant/Sales Representative** Pensacola, Florida 03/2019 to Present

**Duties**: General office duties, such as receptionist work, data entry, and marketing. Place outbound calls to business in the community to build customer base for a home care agency.

**Carrabba’s Restaurant**

**Dishwasher**-Pensacola, Florida 01/2012 -08/2016

**Duties:** Washed dishes, glassware, pots, and pans using dishwashers or by hand, placed clean dishes, utensils, or cooking equipment in storage, removed trash, placing it in designated pickup areas, swept and mopped floors. Maintained kitchen work areas, equipment, and utensils clean and orderly.

**Horizon Financials**

**Office Assistant**-Pensacola, Florida 01/2004 to 02/2005

**Duties:** Photocopied, scanned, faxed, and emailed documents to office staff and clients, and vendors. Used office equipment, such as photocopiers and scanners, facsimile machines, voice mail systems, and computers. Answered telephone calls, forwarded calls, and took messages. Compiled, sorted, and maintained file records. Performed extensive data entry work.

**EDUCATION:**

**Tate High School**-Pensacola, Florida 2010

Obtained a High School Diploma

**REFERENCES:** Upon Request