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|  | Dwyn Osborne |  |

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|  | |  | | --- | | Contact |      |  |  | | --- | --- | | 205-388-4508 |  |  |  |  | | --- | --- | | ddosborne00@gmail.com |  |  |  |  | | --- | --- | | Madison, WI 53714 |  | |  | |  | | --- | | **Career Objective** |     Dedicated worker with excellent communication, time management and computer skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals. |  |

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|  | |  | | --- | | Experience |        |  |  | | --- | --- | | Product Expert Intuit  Sykes — Madison, WI | **Mar 2022 - Apr 2022** |  * Analyzed and collected customer information to prepare product or service reports. * Read from scripts to promote uniformity and consistency in communications. * Made appropriate account corrections to resolve customer problems. * Navigated multiple computer systems and applications and utilized search tools to find information. * Gave accurate and appropriate information to answer questions, troubleshoot issues and resolve complaints. * Recorded details of inquiries or complaints to maintain up-to-date records of customer interactions and transactions.      |  |  | | --- | --- | | Cashier  Hy-vee — Madison, WI | **May 2021 - Mar 2022** |  * Provided efficient and courteous service to customers. * Processed cash, check and credit cards for customer purchases. * Monitored self-checkout stations to assist customers and ensure registers working appropriately. * Helped customers locate merchandise.      |  |  | | --- | --- | | Sandwich Artist  Subway — Double Springs, AL | **Mar 2020 - Mar 2020** |  * Washed and sliced vegetables and stored unused ingredients in proper containers and fridges. * Handled cash and credit card transactions and handed back correct change. * Arranged ingredients into correct containers and marked items according to expiration dates. * Operated store registers and calculated cash drawer totals. * Performed cleaning duties such as sweeping, mopped and washing dishes, to keep equipment and facilities sanitary.      |  |  | | --- | --- | | Cashier  Burger King — Jasper, AL | **Oct 2019 - Feb 2020** |  * Maintained inventory and store visual presentation to meet customer needs. * Counted cash drawers at beginning of shifts to verify correct amounts. * Served orders to customers at windows, counters and tables. * Took food and drink orders and received payment from customers. * Demonstrated ability to manage multiple tasks while remaining adaptable and flexible. |  |

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|  | |  | | --- | | **Skills** |      * Reading Comprehension * Proofreading * Self Starter * Efficient and Detail-Oriented * Cooperative Attitude * Feedback Acceptance * Cultural Awareness * Cash Register Operation * Work Task Prioritization * Inbound and Outbound Calling * Customer Service and Assistance * Proficiency in Microsoft Office and G Suite * Email Correspondence |  |

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