

Coneesha Richards

Customer Service/Hospitality /REAL ESTATE Salesperson in Training

Bakersfield, CA

ceecee952@gmail.com

3238013888

Dedicated team player who is ready to learn and work in a fast-paced environment. Ready to support a variety of customers and co-workers in a professional manner. Flexible and prepared to relocate as well as work varied hours and holidays. Well trained in safety and policy regulations, strong work ethic and enjoy working with diverse professionals in an exciting and blooming industry.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Annual *Production Associate/ Event Staff

Film Independent -LA FILM FESTIVAL - Culver City, CA

June 2017 to Present

Production Team. (Los Angeles Film Festival)

-Setting up panel discussions/Special Events Information Team

-Crowd Control

Theatre Operations. (Los Angeles Film Festival)

-Info Booth

-Will Call Check -In

-Admission Check

Events Lounge & Bar. (Los Angeles Film Festival)

-Event Set up

-Bar Set Up/ Bartending Assistant

-Filmmaker Reception Server

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Background Actress

Central Casting - Burbank, CA

January 2016 to Present

Registered. Accepts work per my request.

Cook

Sarpino's Pizzeria - Fort Lauderdale, FL

February 2019 to June 2019

General Food Preparation

-Ingredients Inventory

-Produce Preparation

-Pizza

-Pasta

-Subs & Salads
-Wings, Mozzarella Sticks & Macaroni Bites
Clean Work station maintenance

Administrative Assistant/Receptionist Front Desk

RG GLOBAL (Smart Circle Intl) - Work at Home

March 2017 to January 2019

Offer assistance to hiring manager
- Conducting phone interview/ verification & qualification
-Filing new hire paperwork/ Company Documents
-Data Entry

Lyft Driver

Lyft - Wilmington, DE

June 2017 to October 2018

Taxi services through Lyft USA

Data Entry Specialist (Temp)

Supervisor of Elections - West Palm Beach, FL

May 2016 to December 2016

Organizing files and collecting data to be entered into the computer for county residents (Voters).
Analyzing the data for errors.
Reporting problems with the data.
Accurately entering information for residents of Palm Beach County.
Keeping sensitive resident & company information confidential.

Sorter Amazon.com

Integrity Staffing - Middletown, DE

January 2016 to May 2016

Warehouse)

- Verifying packages and orders by order slips
- Sorting items by shipment dates and pre-packaging onto conveyer belt
- Performing duties while standing for 12 hours each shift and lifting up to 50 lbs.

Server/Event Staff/Concession/Alcohol Beverage Service

AllStar Labor & Staffing - Portland, OR

June 2014 to January 2016

*Serving Food for events at Rose Bowl (Sports Events/Concerts) & other Local events (Father Daughter Dinner Parties/Weddings/Graduation)
*Event Concession/Runner/Cashier/Alcohol Beverage Server

Station Agent /Passenger Services

Envoy Air / American Airlines (PDX) - Portland, OR

March 2014 to January 2016

Responsibilities

Handling and tagging checked bags on SABRE System
Check-in process at the gates and/or kiosks
Ticket counter

Operational support
Loading and un-loading the aircraft
Prepping and securing the aircraft for the next flight

Accomplishments

Airport customer service certified from FSU AMERICAN AIRLINES TRAINING

Skills Used

.All airport ground operations training are utilized

Team Leader/ Sales Marketing Representative (Traveling)

Smart Circle International - West Palm Beach, FL

January 2011 to June 2014

Team Leader/ Windshield Sales Representative

- Training and Developing team members on product knowledge and demonstrations
- Direct Face-Face marketing at Events displaying/demonstrating products for sale/ Special services for Auto Care & Detailing
- Assisting Customers with Insurance claims and scheduling windshield replacements

Inbound Call Customer Service Representative

Convergys - Tamarac, FL

July 2013 to December 2013

Handling inbound At&t customer calls

- Bill Payments
- Add/ Remove service
- Offering Home security, cable, and other products

Education

Accredited Licensing Program in REAL ESTATE

Real Estate Express (Online Course) - Los Angeles, CA

January 2019 to July 2019

Diploma in Airline / Travel Specialist/Hotel & Hospitality

International Air and Hospitality Academy - Vancouver, WA

2015 to January 2015

High school in General

William Penn High - New Castle, DE

August 2005 to June 2009

Skills

SABRE System (2 years), Child care Assistant 2007-2011 (Family Owned Facility) (4 years), Guest Service, Front Desk, Reception, Front Office, Customer Service, Crew Member, Food Service

Certifications/Licenses

Customer Service

September 2015 to Present

American Airlines Flagship University

Customer Service Certificate

Driver's License

Food Handler

Assessments

Graphic Design Skills — Highly Proficient

March 2019

Measures a candidate's ability to create visual media to effectively communicate information and concepts.

Full results: https://share.indeedassessments.com/share_assignment/e0qxbaxpeh02hjcm

Conscientiousness — Expert

March 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_assignment/p4tfyfr6delzmqys

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

QUALIFICATIONS

- Excellent organization & time management skills
- Trained specifically in the airline/travel industry
- 4.0 GPA Dean's List/ Perfect Attendance
- Top sales representative and team leader
- Pride in work and attention to detail
- Seven years of outstanding customer service experience
- Ability to quickly learn new skills and master new concepts
- Highly self-motivated to achieve sales goals and objectives