Keondae Cliatt

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# OBJECTIVE

To secure a full-time position within an organization that will utilize my training , communication and leadership abilities to enhance the overall success of the organization .

# EDUCATION

**UEI-MORROW:** August 2019

 Medical Assistant

**Grady High School:** High School Diploma May 2016

 Law&Communication

# WORK EXPERIENCE

**Starbucks:** Sodexo August 2018 - May 2019

 Barista

* Maintained working knowledge of restaurant's policies and procedures.
* Assisted supervisors to identify and resolve issues in the restaurant.
* Handled currency and credit transactions quickly and accurately.
* Organized and cleaned restaurant during downtime; maintain a sanitized work environment at all times.
* Communicated clearly and positively with coworkers and management.
* Followed procedures for safe food preparation, assembly, and presentation.

**Starbucks:** Present

 Barista

* Assisting employees with guest
* Brewing coffee,serving hot or cold beverages and espresso drinks

# SKILLS

* Venipuncture Procedure
* Capillary Procedures
* OSHA Guidelines
* Injections
* Taking Vital Signs
* Patient Identification
* Rooming Patients
* Specimen Labeling
* Specimen Handling

# CERTIFICATIONS

Servsafe: August 2017

# VOLUNTEERING

Salvation Army: January 2016 - May 2016

Responsible for handling front office reception and office adminstration duties.