

Bre'Ana Nix

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Career Overview

Motivated, detailed-oriented student with strong leadership and relationship-building skills. Over two years of customer service experience in a fast-paced environment and the ability to learn new concepts quickly. Dedicated to customer satisfaction and contributing to company success.

Education

The University of Akron

Bachelor of Science, Political Science/ Criminal Justice, May 2017

Work Experience

P. F. Changs

Jan 2020-August 2020

Server/Host

- Greeting and seating customers in a timely manner
- Scheduling events and reservations
- Providing customer service via phone and in person
- Multitasking multiple positions while working in a fast paced environment
- Assisting coworkers when needed with huge orders
- Making sure the customers received their food in a timely manner
- Handling orders and money during the dine in process

Stonebridge Grille & Tavern

May 2019-Oct 2019

Server

- Greet customers
- Take orders and relay them to the kitchen
- Carry out food using tray services
- Serve large parties
- Attend to every customer's needs and make sure my services were accommodating
- Serve multiple customers in fast-paced environments
- Handle cash and card payments

Akron Municipal Court,

Sept 2016-Jan 2019

Traffic Court Clerk

- Distributing files to judges and their bailiffs.
- Constructing and distributing driving privileges
- Printing out defendant's background criminal information.
- Working as a bailiff in traffic court. Assisting the magistrate on paperwork in the courtroom. Assisting defendants with understanding their rights and the courtroom process.
- Setting up Payment plans

Involvement

National Society of Leadership & Success

August 2015-May 2017

Phi Sigma Alpha Buchtel college of Arts and Sciences

March 2016-May 2017