

- Facials

Senior of Warren Township High School Grayslake, Illinois

- High School Graduate

May 2021

SKILLS

- Familiar with Microsoft Word™ and Excel™
- Communication with Customers
- Problem-Solving
- Active-Listener
- Retrieving E-mails
- Detail Oriented

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet

State of Illinois

June 2020

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP

Waukegan, Illinois

June 2020

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

REFERENCES

References are available upon requests.