



CRISNET DIAZ

102 East Bay Street Davenport, FL 33837
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Education

RIDGE CAREER CENTER
2013-2014

·Administrative Office Specialist

CADEST HIGHSCHOOL
2014-2015

Highschool diploma

Skills

- Manager experience over 5 years
- Good communication
- Office specialist
- Computer program
- Call center
- Accounting
- Cash & Credit Card handling
- Warehouse specialist
- Forklift operator

Language

ENGLISH AND SPANISH

References

Pedro Garcia- Close friend
(407) 435-0189

Madellin Bonet- Close friend
(407) 968-0650

Eric Soto- Close friend
(407) 241-9192

Objectives

Seeking a job position where excellent customer service, human resource, management, warehouse, administration of office and cash handling skills can be utilized to develop the company's efficiency.

Work Experience

Mc- Donald's Restaurant, Kissimmee, FL | 2012-2014

- ·Cooking and preparing food for sale.
- ·Maintain and clean the restaurant.
- ·Works as cashier.
- ·Manager
- ·Cash and credit card handling
- ·Payment

Greenberg Rent-A-Camper, Kissimmee FL | 2014-2017

- ·Lead Office
- ·Office Specialist
- ·Sales
- ·Customer Service
- ·Cash and credit card handling
- ·Payment & Invoice

Burger King Restaurant, Davenport, FL | 2016-2022

- ·Shift Manager.
- ·Making schedules, meeting etc.
- ·Safe counting.
- ·Training new team members.
- ·Maintain and clean the restaurant.
- ·Cash and credit card handling .
- ·Customer Service.

Dobbins Company, Lakeland, FL | 2022

- ·Inside and outside sales person
- ·Customer Service
- ·Answering phone calls, emails etc.
- ·Human resource
- ·Bilingual
- ·Invoice
- ·Forklift
- ·Warehouse receiving and shipping items.