

# Paulicia Nelloms

## Customer Service Representative

New Orleans, LA 70117

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504-320-9141

I took on my studies where I received my high school diploma, and received my certification in Medical Administration Assistant along with a completion of customer service skills at the New Orleans Job Corps Center.

Authorized to work in the US for any employer

## Work Experience

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### Cook/Server

SWEET THINGS BAKERY - New Orleans, LA

December 2016 to November 2017

Cooking and preparing of all food

Portioning of all food

Stocking and restoring of all food

Prepping of all food

Cleaning and sanitation of all equipment used

Knowledge of menu to be served

Prepping of all drinks, utensils, etc..

### Server/Prep Cook

neyows ceorle cafe - New Orleans, LA

January 2016 to December 2016

Cash Handling

Knowledge of menu

Prepping of drinks, utensils, etc....

Prepping food

Storing food properly

Portioning food

### Server

Metro - New Orleans, LA

January 2016 to October 2016

Knowledge of menu

Running of food

Bussing of tables

Serving of all needs

Restocking & cleaning

### Server

lepavillon Hotel - New Orleans, LA

May 2015 to November 2015

Greeting of all guests  
Answering any questions of guests  
Handling all credit, cash, and check handling  
Light cleaning  
Having knowledge of mos..

### **Cook/Prep**

Roberts - New Orleans, LA  
March 2014 to June 2015

Cooking of all food to serve on hot line  
Prepping of all extra food for employees  
Making of all cold side items  
Prepping of all food for next day  
Cleaning of area  
Restocking and portioning

### Education

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New Orleans Job Corps Center

### **Medical Office Support**

North New Summit High School

### Skills

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Typing skills (45-50) words per minute, Telephone Skills, Great Personality, (4 years)

### Awards

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### **Student Government Association(Presdient)**

March 2012

I was the student's body SGA PRESIDENT of my school New Orleans Job Corps.

### Certifications/Licenses

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### **Certified Medical Adminstriative Assistant**

September 2012 to September 2017

### **Certified Billing and Coding Specialest**

September 2012 to September 2018

### **Amercian Heart Association**

June 2012 to June 2018