

Avery Vernon-Moore

7322 W 91st Street, Los Angeles, CA 90045 | 541-647-7581 | averyvm@gmail.com

Profile

- A highly motivated and driven individual seeking a part-time position in an environment conducive to customer services to help further my work experience.

Education

BACHELOR OF SCIENCE IN BIOLOGY | 2018 | LOYOLA MARYMOUNT UNIVERSITY

- GPA: 3.5

SUMMIT HIGH SCHOOL | 2014 | BEND, OR

- GPA: 3.8
- Honor Society

Skills & Abilities

CUSTOMER SERVICE

- excellent interpersonal skills, a friendly demeanor and extremely hard working to provide the best and fastest service to customers.

COMMUNICATION

- Work well with others, pays close attention to detail and organizational skills, able to demonstrate problem solving skills and patient and polite towards others.

Experience

MEDICAL SCRIBE | FREDERICKSBURG EMERGENCY MEDICAL ALLIANCE | 6/2016-8/2016

- Personal assistant to the physician in the Emergency Department, performing documentation and gathering information for the patient's visit.

STUDENT CALLER | LMU PHONATHON | 2015-2016

- Reach out to alumni over the phone to give campus updates, notify them about upcoming events, and to raise money for scholarship funds and various LMU programs.

HOSTESS & BUSSER | CASCADE LAKES BREWERY | 2015

- Provide quality service by welcoming and seating customers, managing reservations and wait list and ensure that all parties are seated evenly across the restaurant, so no server is overloaded with work.

CUSTOMER SERVICE | SILVERADO JEWELRY GALLERY | 2015

- Assist in organizing and cleaning gallery while also providing customers with services such as jewelry repair and returns.

ABLE TO PROVIDE REFERENCES UPON REQUEST

