

# ZOE SEAVER

(512) 359-0209

zoeseaverrda@gmail.com

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## SUMMARY

Dedicated and detail-oriented in any fast-paced environments. Known for exceptional time management, strong interpersonal skills, and a high level of patience when dealing with situations. Demonstrated leadership and excellence in any given challenge or job.

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## WORK EXPERIENCE

2024

### Chilis - Server

- Served customers: Greeted customers, took accurate orders.
- Cash/Credit exchanges: processed payments, provided correct change back, handled cash/credit transactions securely.
- Sanitized: Cleaned off dishes and trash from tables and wiped down tables to sanitize for the next guest.

### Popeyes ZNH Foods - Cashier

2022 - 2024

- Took orders: Greeted customer, took accurate orders, entered them into the SCOM system.
  - Cashed out orders: Efficiently processed payments, provided correct change, handled credit/debit transactions securely.
  - Cleaned the lobby: Wipped tables and chairs, swept and mopped the floors, emptied trash bins, maintained a tidy environment for customer.
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## EDUCATION

Obtaining RDAL through Dental Genius Assisting School (Graduation 08/24/24)  
Lockhart High School Diploma

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## ADDITIONAL INFORMATION

- **Languages:** (bilingual) English and Spanish
- **References:** DDS- Dr Josh White and RDA- Kimberly (512-756-4176)  
DGAS Director- Traci Carter (512-484-4081)
- **Certifications:** CPR and X-Ray certification
- **Observations:** Seven Lakes Dental (38+ hours)
- **Skills:** Leadership, teamwork, customer service, communication and a multitasker