

MACKENZIE MAYO

Student

CONTACT

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EDUCATION

DENTAL GENIUS ASSISTING
SCHOOL

Receiving my RDA

TEMPLE COLLEGE

Undergrad

EAST VIEW HIGH SCHOOL

High School Diploma

SKILLS

- Excellent people skills
- Leadership
- Strong Communication Skills
- Attention to detail
- Organized
- Customer Service
- Flexibility
- Time Management
- Problem Solving
- Critical Thinking
- Teamwork

REFERENCES

Austin Levin

254-833-7811

austin@johnnystx.com

Kristy Ochoa

512-942-9399

kristyh24@gmail.com

SUMMARY

I am a dental assisting student who is training to provide high quality patient care and supporting dental professionals. I am seeking to use my skills in dental procedures, patient management, and clinical operations. I am eager to use the knowledge and skills I have learned from Dental Genius Assisting School to contribute to the dental office and take on new challenges. I am confident that my dedication to the team, and my ability to adapt to new environments make me a valuable asset to the team.

WORK EXPERIENCE

WAITRESS

Johnny's Steak and Bar-Be-Que

March 2022-Current

- Serve customers in a fast-paced restaurant.
- Maintain customer satisfaction by clarifying questions about the menu, repeat orders, and specialty items.
- Demonstrated excellent customer service skills.
- Collected payments and accurate change back.
- Processed sales, returns, and processed gift cards.
- Complete food tickets and make sure every item is on the plate before it is taken out to the customer.

SALES ASSOCIATE/MAIN WELDER

James Avery Artisan Jewelry

November 2019-May 2022

- Helped guest find specific products, answered questions, answered phones, and offered product advice.
- Assisted teammates with sales-processing to meet daily sales goal.
- Engaged guest in a friendly, professional manner to help with their needs.
- Completed daily tasks to keep areas clean, polished, and welded.
- Helped guest get their jewelry clean, polished and welded.
- Collect payments and accurate change back.
- Processed sales, returns, and processed gift cards.

Ashley Knowles

512-470-4217

aknowles@austinface.com

Gina Tatsch

512-426-6485

sassy911@aol.com

Savannah Clark

512-630-7443

savannah.sc25@gmail.com

HEAD CASHIER

Cavender's Western Outfitters

May 2019-November 2019

- Helped customers find specific products.
- Helped City of Round Rock get work boots and take their payments.
- Pack online orders for ship to store and in-store orders.
- Ship out orders, load them on the truck.
- Every Sunday, verify receipts for the City of Round Rock.
- Completed daily tasks to keep areas clean and neat.
- Processed sales, returns, and processed gift cards.
- Collect payments and accurate change back.
- Assisted co-workers with sales to meet sales goal.
- Stocked merchandise and checked inventory.