

ZOE C. MORRISON

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(123) 890-1234

EDUCATION

Clinical Medical Assistant Program

University of Houston
Downtown, Online
May 2021 - Present

High School Diploma

Seven Lakes High School,
Houston, TX
2019

KEY SKILLS

- Customer service
- Excellent verbal and written communication skills
- Flexible
- MS Office
- Social media management
- Education

Detail-oriented, aspiring Front Desk Medical Receptionist eager to serve clients in a health care setting. Experienced in providing superior customer service and multi-tasking under tight deadlines and in hectic environments. Adept at time management and adapting to evolving priorities throughout the workday. Solid team player who consistently finds ways to exceed the expectations of customers, co-workers and managers. Highly familiar with social media management techniques, content creation and website building.

PROFESSIONAL EXPERIENCE

Crew Member

Sal's Burger Place, Houston, TX | July 2019 – Present

- Greeting and interacting with in-house and drive-through guests in a professional, courteous manner
- Handling cash, debit and credit transactions through a point-of-service system with 0% errors
- Following procedures for safe food preparation and sanitation
- Assisting shift supervisors with inventory control
- Promoting teamwork through consistently positive communication with fellow crew members and shift supervisors

Freelance Social Media Specialist

Self-Employed, Houston, TX | May 2019 – Present

- Creating TikTok and Instagram videos to promote women's health and beauty on personal pages
- Generating, publishing and sharing daily Facebook, Instagram and Twitter posts for two small business clients
- Creating and managing editorial calendars for self and business clients
- Developing and publishing weekly content on health & wellness blog personally created with WordPress