

# Leena Powers

Mineola, TX 75773

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Authorized to work in the US for any employer

## Work Experience

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### **Front of House Team Member**

Topgolf-The Colony, TX

January 2023 to August 2024

I was a food runner, drink caddie , cart runner, and just completed my barback training

### **Assistant Manager/Sales Associate**

GPM Investments-The Colony, TX

August 2023 to May 2024

My duties as an assistant manager involve completing daily store cash audit systems paperwork. Helping on register and assisting customers with needs . Making sure the store looks up to par. Entering in any vendor/ lottery orders needed

### **Server/Hostess**

Sweetwater grill and tavern-Denton, TX

July 2021 to October 2021

I was a server at Sweetwater grill and tavern for a couple months towards the end of their operation. My job Included seating customers and taking orders. It also included food running

### **Home Health Care Aide**

Family oriented-Harrison, AR

July 2018 to January 2020

I was my ex husband's grandfather's personal caregiver for almost 2 years. Duties included errand running, prescription distribution, getting him to and from the DR ,meal prep, and household duties

### **Sales Associate**

Bath & Body Works-Austin, TX

September 2015 to December 2015

- Seasonal sales associate
- Bath and body works
- Austin, TX

From Starting 09/2015 \$12/hr

12/2015.

Company does not keep previous seasonal employee records on file after 5 years. You will not be able to contact them

MAY WE CONTACT YOUR CURRENT EMPLOYER? • NO

**Topgolf****Hostess/Server**

Genghis Grill-Humble, TX

Greet and seat customers.

**Education**

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**Texas life insurance course (Entry)**

Xcelolutions-Texas

February 2024 to Present

**Diploma**

Del Valle Opportunity Center-Del Valle, TX

2014 to 2015

**Some college****High school diploma or GED****Skills**

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- Experience working with students
- Behavioral therapy
- Telecommunication
- Special education
- POS
- Food industry (2 years)
- Epic
- Classroom experience
- B2B
- Project management
- Computer operation
- Active listening
- Salesforce
- Working with people with disabilities
- Microsoft Outlook
- Cashiering
- Cocktail experience
- Food handling
- Retail Sales
- Marketing
- Deal closing
- Cleaning Experience

- Technical Proficiency
- Negotiation
- Data entry
- Supervising experience
- Writing skills
- Operating systems
- Food Service
- Food Preparation
- Medication Administration
- Pricing
- Caregiving
- Search engines
- Call center experience
- iOS
- Bartending
- Typing
- Private practice
- Applied behavior analysis
- Restaurant Experience
- Computer skills
- Outbound sales
- Windows
- Food safety (2 years)
- Serving Experience
- Bussing
- Workday
- Classroom management
- Phone communication
- Senior Care
- GMP
- Food processing
- Working with people with autism
- Attention to detail
- Grocery store (3 years)
- Guest relations
- Heavy lifting
- Social media management
- Microsoft PowerPoint
- Sales
- Microsoft Excel

- TikTok
- First aid
- Microsoft Teams
- Manufacturing
- Direct sales
- Blood sampling
- Home Care
- QuickBooks
- Wound care
- Vital signs
- Baking
- Medical terminology
- Driving
- Ability to follow instructions
- Leadership
- Theater
- Computer literacy
- Outdoor work
- Meal Preparation
- Cooking
- Microsoft Office
- Teaching
- Veterinary experience
- Relationship management
- Patient observation
- NCQA standards
- Communication platforms
- Hotel experience
- Hospitality (1 year)
- Telemarketing
- Management (1 year)
- Resident's rights
- Communication skills
- Delivery driver experience (Less than 1 year)
- Early childhood education
- Host/Hostess
- Quick service & fast food restaurant
- Fair Housing regulations
- Customer support
- Organizational skills

- Conflict management
- Zoom
- Math
- Casual dining experience
- Phone answering
- Grammar Experience
- Outpatient
- Data collection
- Time management
- Working with people with developmental disabilities (5 years)
- Contracts
- Purchasing
- Microsoft Word
- Experience with children (2 years)
- Phone etiquette
- Childcare
- POS systems

## Languages

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- English

## Certifications and Licenses

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### **Food Handler Certification**

### **Driver's License**

July 2021 to October 2027

### **First Aid Certification**

### **ServSafe**

### **TABC Certification**

## Additional Information

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I have experience dealing with special needs children and adolescents. 7 plus years of relative experience

I also have over 10 years of senior citizen care