

Leena Powers

Mineola, TX 75773

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Authorized to work in the US for any employer

Work Experience

Front of House Team Member

Topgolf-The Colony, TX

January 2023 to August 2024

I was a food runner, drink caddy, cart runner, and just completed my bartending 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 seet customers.

Education

Texas life insurance course (Entry)

Xcelsolutions-Texas

February 2024 to Present

Diploma

Del Valle Opportunity Center-Del Valle, TX

2014 to 2015

Some college

High school diploma or GED

Skills

- 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

- English

Certifications and Licenses

Food Handler Certification

Driver's License

July 2021 to October 2027

First Aid Certification

ServSafe

TABC Certification

Additional Information

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