

# HAYLEE HEBDON

COLLEGE FRESHMAN

## CONTACT

801-564-9230

hayleesharee@gmail.com

## PROFILE

Service-oriented Manager with a 3-year background in a fast-paced environment. Core competencies include great customer service, active listening, and coordination as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

## SKILLS

- WRITING
- CUSTOMER AND PERSONAL SERVICE
- ADMINISTRATION AND MANAGEMENT
- PRODUCTION AND PROCESSING
- TECHNOLOGY DESIGN
- DESIGN
- FOOD PRODUCTION
- FINE ARTS
- SALES AND MARKETING
- SPEAKING

## EXPERIENCE

### Barista, City Brew

2020-Present

### Food Service (Student), Bismarck State College

Sept 2019-April 2020

### Shift Lead, Little Caesars

April 2018-July 2019

### Cashier, Pizza Man

Sept 2017-May 2018

## EDUCATION

### Bismarck State College

2019-Present

Freshman in Business Administration

## Ben Lomond High School

2017-2019

GPA of 3.4

Lead Editor, The Scottish Insider

Journalism Award

Lead Tenor, Ben Lomond Bagpipers