

# LATONYA VEREEN

Little River, SC 29566  
vereen380@gmail.com  
(843) 254 - 3835

---

Hardworking, Trustworthy, Professional seeking to work in an organization at your establishment. Customer service-oriented with hands on communication. Reliable professional with excellent background. I have an efficient amount of medical experience, along with a great amount of personal skills.  
Authorized to work in the US for any employer

## WORK EXPERIENCE

---

### **Baker**

**Dunkin' Donuts** - Little River, SC  
April 2019 to Present

- Responsible for baking & finishing the Company's baked good items
  - Keeping & filling the doughnut case per shift
  - Having backup doughnut (bagels, munchkins, muffins, variety of other doughnuts)
  - cleaning baker area
  - making sure the lobby is fully stock( different types of sugars, straws, napkins, coffee stirrs)
  - cleaning Men's & Women's bathroom
  - mopping floors, taking out trash
- 

### **Part-Time Deli Clerk**

**Lowes Foods** - Little River, SC  
September 2018 to April 2019

- Providing Customer Service
  - slicing meats & cheese
  - preparing salad & sandwiches for cases in the deli
  - cleaning duties & Cleaning meat & cheese slicers before leaving your shift
  - closing duties ( taking out trash, mopping floors, washing dishes)
- 

### **Cashier/Customer Service**

**BI-LO** - North Myrtle Beach, SC  
September 2017 to December 2017

- Register Skills
- Customer Service
- Handling Money & Cleaning duties

- Stocking around the register
  - Helping others(Co-Workers)
- 

### **Part-Time Crew Member**

**Auntie Anne's** - North Myrtle Beach, SC  
June 2017 to July 2017

- Customer Service
  - Making Pretzels
  - Cleaning work area
  - Worked in a fast paced environment
  - Greeted customers
  - Prepared food and drinks
- 

### **Part-time Sales Associate**

**Rack Room Shoes** - Myrtle Beach, SC  
September 2016 to October 2016

- Customer Service
  - Setting up Merchandise Displays
  - Stocking Shelves
  - Cashier Duties
  - Open/Closing Duties
- 

### **Galley (Food server/customer service)**

**The Big M Casino** - Little River, SC  
August 2015 to October 2016

- Prepare food
  - Interact with customers on a daily basis
  - Inventory food / place orders for stock
- 

### **Overnight stocker/associate**

**Walmart** - Myrtle Beach, SC  
March 2016 to August 2016

- Stock
  - Inventory
  - Unload inventory
  - Register
  - Fill charts/ Shelves
-

## **Outside Lawn & Garden Cashier**

**Lowe's Home Improvement** - Myrtle Beach, SC

April 1998 to October 2015

- Provide excellent customer service
  - Utilize computer system to process transactions
  - Open and close the department
- 

## **Deli/Bakery Clerk**

**Harris Teeter** - North Myrtle Beach, SC

June 1987 to April 1998

- Perform basic deli and bakery duties
  - Ensure DHEC guidelines are followed
  - Decorate cakes and provide training
- 

## **EDUCATION**

---

### **Associate in Applied Science in Medical Assisting**

**Motte Technical College** - Conway, SC

May 2013 to April 2015

---

### **Associate in Applied Science in Early Care and Education**

**Horry-Georgetown Technical College** - Conway, SC

August 2008 to August 2012

---

### **High school or equivalent in English, Math, Science, Social Studies, NJROTC, PE**

**North Myrtle Beach** - Little River, SC

August 1984 to June 1987

---

## **SKILLS**

---

- **Customer service (10+ years)**
- **Food Service (10+ years)**
- **Crew Member (10+ years)**
- **Retail Sales (10+ years)**
- **Sales Experience (10+ years)**
- **English**
- **Medical Terminology (4 years)**
- **Microsoft Word (5 years)**
- **Communication skills (10+ years)**
- **Typing (3 years)**
- **Microsoft Office (3 years)**
- **Leadership Experience (3 years)**

- **Merchandising (5 years)**
- **Negotiation (1 year)**
- **Patient Care (3 years)**
- **Venipuncture (1 year)**
- **Medical Records (2 years)**
- **Food Production (5 years)**
- **Medical Billing (1 year)**
- **Medical Office Experience (1 year)**

## ASSESSMENTS

---

### **Cooking Skills: Basic Food Preparation — Completed**

January 2020

Preparing food, using cooking equipment, and converting ingredient measurements.

Full results: [Completed](#)

---

### **Sales: Influence & Negotiation — Familiar**

March 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Familiar](#)

---

### **Verbal Communication — Completed**

March 2020

Speaking clearly, correctly, and concisely.

Full results: [Completed](#)

---

### **Receptionist — Familiar**

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Familiar](#)

---

### **Front Desk Agent (Hotel) — Familiar**

February 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data.

Full results: [Familiar](#)

---

### **Electronic Medical Records: Best Practices — Completed**

February 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use.

Full results: [Completed](#)

---

## **Front Desk Manager (Hotel) — Familiar**

March 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data.

Full results: [Familiar](#)

---

## **Food Safety — Completed**

March 2020

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: [Completed](#)

---

## **Food Service: Customer Situations — Highly Proficient**

March 2020

Ensuring customer satisfaction, prioritizing tasks, and suggesting products in a food service setting.

Full results: [Highly Proficient](#)

---

## **Customer Focus & Orientation — Proficient**

September 2020

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

---

## **Work Style: Reliability — Completed**

March 2020

Tendency to be dependable and come to work.

Full results: [Completed](#)

---

## **Customer Service — Completed**

September 2020

Identifying and resolving common customer issues.

Full results: [Completed](#)

---

## **Cleaner Fit — Proficient**

September 2020

Measures the traits that are important for successful cleaners.

Full results: [Proficient](#)

---

## **Work Style: Reliability — Completed**

September 2020

Tendency to be dependable and come to work.

Full results: [Completed](#)

---

## **Warehouse Associate — Completed**

October 2020

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Completed](#)

---

## **Customer Service — Completed**

September 2020

Identifying and resolving common customer issues.

Full results: [Completed](#)

---

## **Sales Skills — Completed**

October 2020

Influencing and negotiating with customers.

Full results: [Completed](#)

---

## **Active Listening — Completed**

October 2020

Actively listening and appropriately responding in conversations.

Full results: [Completed](#)

---

## **Scheduling — Familiar**

October 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Familiar](#)

---

## **Written Communication — Familiar**

October 2020

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: [Familiar](#)

---

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **ADDITIONAL INFORMATION**

---

### • PROFESSIONAL SKILLS:

- Efficient Verbal Communication
- Microsoft Office (Power Point, Excel Word)
- Sales/Excellent Customer Service
- Handling Money Deposits/Register Skills

- CMS 1500 Claim Forms
- Medical Terminology/Knowledge of HIPAA & OSHA
- Administer Injections/Obtain Vital Signs & Perform EKG
- Venipuncture & Capillary Punctures/Specimen Collection
- Bookkeeping/Medical Records
- Maintenance Knowledge/Pool Knowledge(Hotels)
- Professional in Housekeeping
- Merchandising Skills(Displays,Communication Skills,Teamwork Skills,Able to cope with Pressure & etc.
- Manufacturing of various types of machinery