Kalyssa Conaway

I am seeking a challenging and rewarding position where I can use my outgoing personality, customer service skills, and knowledge to become part of a dynamic team.

736 Shorey Rd.

Chehalis, Wa. 98532

**(360)880-6272**

**kconaway15@yahoo.com**

EXPERIENCE

Dutch Bros. , **Centralia and Rochester, Wa— *Assistant Manager***

FEBRUARY 2021 - PRESENT

Daily responsibilities include educating customers by presenting and/or explaining the coffee drink menu and answering questions, selling and making all types of coffee requests while multitasking to have a conversation with the customer, maintaining inventory by restocking throughout shift, keeping the bar and all other areas clean as well as organized, and opening/locking up the shop. Also required was ordering all inventory and ensuring the stand was never too low or out of product, and training all new baristas to dutch bros standards.

Great Wolf Lodge, **Grand Mound, Wa — *Certified Lifeguard***

AUGUST 2018 - MAY 2019

Daily responsibilities include promoting a safe and professional workplace through adhering to policies and procedures, administers and coordinates first aide as necessary, performs daily routine chores and maintenance of waterpark to ensure neat and orderly appearance, and provides superior customer service to all guests by assisting all in a polite and expedient manner.

**Home Clean Home,** Maple Valley, Wa— *Professional House Cleaner*

MAY 2020 - NOVEMBER 2020

Daily responsibilities include sweeping, washing, dusting, mopping, vacuuming, scrubbing, and sanitizing all areas. Maintaining a positive attitude, dedication to excellence, and respect for the home and its inhabitants.

Fullers, **Centralia, Wa — *Cashier/Checker***

NOVEMBER 2020 - MARCH 2021

Daily responsibilities include managing transactions with customers using cash registers, collecting payments and ensuring price and change is accurate, providing excellent and prompt service to customers, and keeping a clean and orderly store front.-

SKILLS

 • CPR and First Aid Certified

 • Customer Service

 • Adaptability

 • Effective Listening

 • Efficient Time Management

COMMUNITY SERVICE

Special Olympics Torch Run

Food Bank Volunteer

TCYF Assistant Cheer Coach

STEM Booster Club Volunteer

TCYF Cheer Camp Coach

EDUCATION

Centralia High School, Centralia, Wa — ***Highschool Diploma***

SEPTEMBER 2015 - JUNE 2020

General Studies