

# ZSAIAHNA CRYSTAL HUFF

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## PROFESSIONAL SUMMARY

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Customer-focused individual who has excellent customer service, communication and interpersonal skills as well as good clerical and administrative skills

## TECHNICAL SKILLS

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Communication	Self-control	Detail oriented
Customer-satisfaction	Assertiveness	Hospitality
Quality control	Documentation	Multi-tasking

## PROFESSIONAL EXPERIENCE

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Papa John's Pizza, Willow Grove, PA, 2016-2017

Team Member/Cashier

- Took customer orders for food and beverages, repeated order back to ensure accuracy of order.
- Use electronic cash register to process cash, credit and debit card transactions. Distributed change and receipts. Prepped and prepared food to be cooked and served.
- Made sure all perishables items were properly refrigerated and stored in a clean and sanitary environment

Valley Forge Baptist Valley Forge, PA, June - August

### Office Assistant

- Responsible for light filing answering phones, greeting visitors and maintaining the overall appearance of the sanctuary and office area.
- Made sure that bathrooms and kitchen area were clean and sanitized at all times
- Distributed mail and correspondence to the pastor of the church, made calls for repairs and maintenance.

Baker Industries, Malvern, PA, September - December

### Temporary Worker

- Assigned to work in various positions such as Mailing , stamping, boxing, and customer service.

UPS CC, Horsham PA, August 2018-present

### Package handler

Responsible for consistently lifting, pulling, pushing and carrying any and all packages weighing from 0lbs to 150lbs constantly.

## VOLUNTEER EXPERIENCE

Teen Library, Olivet Boys & Girls Club, Big Brother & Big Sister, Google Works Art Gallery Mayor Tom McMahon, Alvernia College senator Judith Schwank; Reading, PA January 2014 - January 2015. June 2018-present: M.L.K poor people's community/ economic human rights, Philadelphia's city harvest program, national writers union, Islamic relief of US, senator Sharif street aid, Nabawiyyah Masjid, honor society.

**EDUCATION: Gateway to College**

Community College of Philadelphia, Philadelphia PA, 2018-Present

**Dual Enrollment Program**

Overbrook High school, Philadelphia, PA

**Diploma,**