

Allison Schnitzer

667-392-9002
aschnitzer0652@gmail.com

EXPERIENCE

Manorcare — *Activity Assistant/ Receptionist*

June 2016- July 2021

- Assist residents to activities
- Play bingo, cards and read to residents
- Answer phone calls and transfer to the correct department
- Collect residents monthly room and board payments and log into the computer system

Regal Movie Theater — *Cashier*

January 2018- May 2018

- Took people's orders, fulfilled them, and collected the amount due
- Stocked supplies as needed
- Made food as well as served the food

EDUCATION

Edgewood High School, Location — *High School Diploma*

June 2018

- Graduated with a 3.9 GPA

SKILLS

- Excellent telephone etiquette
- Cash handling
- Customer care and interaction
- Good at multitasking

AWARDS

- Scholar award based on academic merit

LANGUAGES

English