



ANGELIA MCFARLANE

CONTACT

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ADDRESS

TALL PINES
NASSAU, BAHAMAS

PROFILE

I am an enthusiastic customer service representative with years of experience in management, customer relations, and hosting. I am interested in providing quality services to established businesses committed to excellence standards and services for all.

EXPERIENCE

MANAGER AND NAIL TECHNICIAN

NAIL TECH | 1997-2000

- Managed daily operations in nail saloon.
- Maintained scheduled appointments for clients.
- Managed volume of incoming calls.
- Kept records of customer interactions, process customer accounts and file documents.

CUSTOMER SERVICE PROVIDER

BAHAMAS COPIER (XEROX) | 1994-1996

- Responded to customer inquiries.
- Kept record of client info and company data.
- Provided quality customer support service.

HOSTESS

THREE QUEENS RESTAURANT | 1991-1994

- Greeted incoming and departing and escort them to assigned dining area.
- Tended to guest needs and requests.
- Protected establishment and patrons by adhering to sanitation, safety and alcohol control policies.

SKILLS

- Reliable
- Hard-working
- Detail-oriented
- Good Communicator
- Good time-management
- Passionate
- Cooperative
- Self-starter

EDUCATION

SENIOR HIGH, HIGH SCHOOL DIPLOMA

A.F. ADDERLY | 1983-1986

JUNIOR HIGH

S.C. MCPHERSON | 1980-1983