

Myron Williams

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Skills & Abilities

COMMUNICATION

- Good interpersonal skills
- Friendly/ easygoing with customer and clients
- Patient, accommodating, and ready to exceed client expectations
- Strong memorization skills

TECHNOLOGY

- Can fix/build computers
- Proficient in Microsoft office Suite, particularly in Excel
- Types at 90+ words per minute

Experience

BUSSER/ BAR-BACK | CITY TAVERN | 06/2017 – 03/2018

- Re-set tables in a fast paced, Colonial themed restaurant
- Possess knowledge of the 1700's in Philadelphia

COURIER | POSTMATES | 11/2016 – 10/2017

- Collect and deliver customers' orders safely, securely, punctually, and in perfect condition
- Maintain a consistent 4.8-5-star customer rating

RECEPTIONIST | KOCO NAILS SALON | 03/2014 – 08/2016

- Managed daily salon operations and calls
- Performed all required opening and closing procedures
- Received and distributed mail and phone messages in a timely manner

ELECTION DAY OPERATIONS CLERK | NYC BOARD OF ELECTIONS | 09/2010 – 01/2013

- Managed election day operations
- Assigned poll workers to their respective jobs during elections
- Organized and filed employees' payroll information
- Graded poll workers' tests for election class
- Instructed poll workers/coordinators on how to operate voting machines

DAYCARE ASSISTANT | HAITAIN AMERICAN DAYCARE CENTER | 07/2007 – 09/2010

- Engaged with children ages 2-12 on an individual basis, and in a pleasant manner
- Organized recreational activities such as games and puzzles
- Answered calls from parents and assisted at parent teacher meetings
- Typed letters/sent e-mails for the Director
- Kept center tidy and clean according to state regulations