

MIA MILLER

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SUMMARY

Analytical and detail-oriented student looking to build skills and further experience in the business industry. Organized, independent worker with strong time management skills. Able to learn new tasks quickly and effectively.

SKILLS

- Highly responsible and reliable
 - Organizational skills
 - Verbal communication
 - Guest rapport
 - Problem Solving
 - Accurate cash handling
 - Table clearing
 - Memorizing product codes
 - Customer service oriented
 - Computer skills
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WORK EXPERIENCE

Head Hostess / Italian Downtown - Fairhope, AL

July 2016 - August 2018

- Cleaned and organized host stand while anticipating and addressing guests' service needs.
- Resolved problems promptly and escalated larger concerns to management.

Social Media Marketing Manager / Mia K Designs by Kristi Miller on Instagram

November 2018 - June 2019

- Designed editorial content while engaging with audience to increase channel growth.
- Developed brand awareness and composed online content.

Congressional District Office Intern / Congressman Bradley Byrne

July 2019 - August 2019

- Communicated with constituents about casework in order to resolve legislative issues.
- Assisted employer in daily tasks, such as answering calls, handling mail, and writing correspondence.

Barista / Joyful Java

September 2019 - Current

- Worked on registers daily to authorize returns and exchanges.
 - Prepared and served drinks and food in accordance with health code and café standards to customer requests.
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EDUCATION

Baldwin County Virtual School - Fairhope, AL
High School Diploma (2018)

The University of Alabama - Tuscaloosa, AL
2018-Current

CERTIFICATIONS

- Microsoft Word Certified
- Microsoft Excel Certified
- Microsoft Access Certified
- Photoshop CC Certified
- Illustrator CC Certified
- InDesign CC Certified