

## Jennifer Lindquist

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(860) 874-7816

I am a junior studying Industrial/Organizational Psychology with a minor in Business Administration, seeking an internship in human resources. Interested in gaining hands on experience in the work place.

### Education

Eastern Connecticut State University, Willimantic, CT

Bachelor's Degree: Psychological Science

Concentration: Industrial-Organizational Psychology

Minor: Business Administration

GPA: 3.47

### Experience

Geno's Grille, Storrs, CT - *Hostess/Server*

December 2017 - Present

- Prepared restaurant for incoming customers by setting up dining/bar area, organizing, and cleaning
- Ensured satisfaction of customers and tended to their needs and requests
- Provided timely service such as, greeting customers upon arrival, seating, delivering food
- Demonstrated knowledge of the menu including specials, drinks, and regular menu items

Nature's Grocer, Vernon, CT - *Cashier/Kitchen Line*

July 2015 - Present

- Exhibited knowledge about health food, supplements, and other goods sold in the establishment
- Performed excellent customer service and provided a warm, friendly environment for patrons
- Experienced with handling money, balancing cash drawers at beginning/end of shift, and administering correct change due
- Displayed ability to problem solve by contributing alternative recommendations for customers, aiding in technological problems with cash registers, and keeping co-workers calm during stressful times on the job

### Skills

- Excellent interpersonal skills and ability to work well with others.
- Acute attention to detail.
- Strong organizational skills.
- Highly motivated to succeed and help others do the same.
- Technical: Microsoft (PowerPoint, Word, SPSS)