

Jessica Britton
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(540)521-9070

Skills and Qualifications

- Team player
- Excellent listener
- Quick learner
- Exceptional grammar skills
- Proficient Writer
- Organized
- Great time management

Work Experience

Pine Tavern Restaurant, Floyd, Va

Host: September 2020 - August 2021

- Greet customers
- Take reservations and orders by phone
- Kitchen prep and clean up
- Bus tables

Parkway Grille Restaurant, Floyd, Va

Host: August 2017 - August 2020

- Greet customers
- Take reservations and orders by phone
- Kitchen prep and clean up
- Bus Tables

Anne Vaughan Designs Jewelry, Floyd, Va

Personal Assistant: May 2019 - August 2020

- Studio photography of jewelry for social media and websites
- Organizing products and office spaces
- Beading jewelry (necklaces)
- Shipping and packaging products
- Cleaning the studio (sweeping, trash, recycling)

Radford University Bookstore, Radford, Va

Textbook Keeper: January 2020 - March 2020

- Cashier and greeting customers
- Preparing textbook orders

- Processing textbook orders
- Packaging textbooks

Leader Activities

Marching Band Section Leader and Woodwind Captain - 2016-2019

International Club President - 2017-2019

4-H Teen Counselor 2016-2018

UVA Leadership Camp

JMU Music and Leadership Camp

Community Service

Project Floyd(town clean up) 2016-2019

Plenty! Farm and Foodbank

Floydfest Volunteer

Education

Floyd County High School

Advanced Diploma - graduation: May 2019

New River Community College, Dublin, Va

Transfer courses

Radford University, Radford, Va

Communications Major - expected graduation: May 2023