

KIARA BREWTON

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Analytical, organized and detail-oriented freelance consultant with product review, quality control and proofreading expertise and experience in the full spectrum of public affairs. Vibrant, outgoing leader and team player with ownership mentality and an extensive record of delivering the highest quality strategic solutions to resolve challenges, propel business growth and elevate organizations. As well as a valuable team member dedicated to serving companies on behalf of customers.

EXPERIENCE

Remote Customer Service

Columbia, SC

July 2022 to present

Working remote to ensure quality and provide service up to industry standards for various customers under many concerns. I answer phone calls, emails and chats for customers in need of assistance. I have skill and authorization to process and handle payment information including new orders, refunds and partial refunds. My skillset extends from personable soft skills to logical and analytical solutions used in a multitude of computer systems with no needed supervision.

Freelance Consultant

Columbia, SC

May 2020 to Present

I am a freelance consultant who specializes in product review, quality control, editing and marketing. All of my work has been remote, all my projects were completed quickly, efficiently and with satisfaction from my clients. My elevated skills in customer care and technology seamlessly transfer in all my projects.

Waitress/Server

IHOP - Beaufort, SC

May 2021 to August 2021

Serving customers, taking phone calls; to go orders and plating food.

Server/waitress, To-Go Specialist, Hostess, Cashier

Harbor Inn Seafood Restaurant - Columbia, SC

September 2020 to September 2021

- Greeting customers with enthusiasm
- Serving food, and taking orders
- Answering/taking orders over the phone
- Help to maintain the cleanliness and atmosphere of the restaurant
- Serving dine in customers during busy hours

Academic Tutor

A.C. Flora Highschool JROTC - Forest Acres, SC

July 2019 to September 2019

Supported students by identifying and addressing errors and issues in academic achievement. Boosted grade point averages and test scores after study groups and one on one tutoring sessions.

EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY

OCTOBER 2021 TO PRESENT

Working towards bachelor's degree in computer science to become data analyst.

WESTWOOD HIGH SCHOOL

SEPTEMBER 2020 TO JUNE 2021

Completion of high school with the reception of my high school diploma

AC FLORA HIGH SCHOOL

AUGUST 2017 TO SEPTEMBER 2020

Attended high school

SKILLS

- Math and literature, skilled at sharing knowledge, concepts, and abilities with students of all ability.
- Expertise in communication planning skills.
- Multi-cultural expert
- Problem-solving skills
- Friendly and personable
- Tutoring
- Writing Skills
- Teaching
- Customer service
- Restaurant Experience
- Host/Hostess
- Food Service
- English
- Natural Leadership
- Remote job skills
- Activity-based learning students. Ready to build confidence and skills in struggling learners.
- Adaptable nature
- Typing
- Public Speaking
- Childcare
- Math
- Serving Experience
- Time Management
- Microsoft PowerPoint
- Cashiering

ACTIVITIES & INTERESTS

- Content creation
- Anime
- Sculpting
- Travel
- Martial Arts
- Microbiology

RESOURCES

Eric Jones

912-463-3068

Peter Sasso

803-691-4049 Ext. 36224

Jimmy Crosby

803-691-4049 Ext.36228