

# Mercedes Koziol

Lombard, IL  
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6304327248

Authorized to work in the US for any employer

## Work Experience

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### **Customer Service Representative**

Circle K - Glen Ellyn, IL  
April 2020 to December 2020

Ring people up and answer phone calls

### **Cashier**

Marianos - Lombard, IL  
October 2019 to September 2020

### **Receptionist**

Cost Cutters Family Hair Salon - Lake Geneva, WI  
May 2018 to October 2019

Front desk receptionist. Took calls and made appointments with the computer.

### **Cashier**

Daniels foods sentry - Walworth, WI  
January 2017 to May 2018

Cashier and deli

### **Cashier**

Taco Bell - Villa Park, IL  
January 2014 to December 2017

Drive thru and dine in cashier. Also helped with food when it was busy

### **Swim instructor**

Goldfish Swim School - Glen Ellyn, IL  
February 2017 to June 2017

Occasional lifeguard. And taught kids how to swim with curriculums and lessons

## Education

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### **College in Cosmetology**

The salon professional academy - Plainfield, IL  
January 2021 to Present

## **High school diploma**

Glenbard South High School - Glen Ellyn, IL

August 2014 to June 2017

## Skills

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- Front Desk
- Clerical Experience
- Phone Etiquette
- Host/Hostess
- Microsoft Outlook
- Typing
- Customer Service
- Swimming