

# Laiona Scott

ANTIOCH, CA 94509

925-393-9057

laionascott03@gmail.com

## Summary

Dependable and outgoing worker with a vast amount of experience including customer service work, performing arts, money-handling, and teaching. Recognized for amazing work ethic, great energy, and strong leadership skills.

## Skills

- Delivery Coordination
- Research and Data Analysis
- Multi-Line Phone Systems
- Inventory Management
- Customer Service
- Call Answering and Routing
- Attention to Detail
- Positive Attitude and Energetic

## Experience

**Front Desk Receptionist**, 01/2022 — Current

**City of Brentwood** — Brentwood, CA

- Welcome residents of Brentwood in our Community Center, answer phone calls, and facilitate rentals and parties for Brentwood residents.

**Gymnastics Instructor**, 06/2021 — Current

**City of Brentwood** — Brentwood, CA

- Teach students gymnastics moves on spring floor, tumbling mat, uneven bars, beams and vault while using proper spotting techniques. Along with this, I keep and organize all paperwork for my classes.

**Featured Actress**, 03/2022 — 03/2022

**SkillFlix** — San Jose, CA

- Invited to be an actress for an educational type of video for schools.
- Studied and memorized scripts to learn lines and cues.

**Cashier**, 01/2021 — 04/2021

**In N Out Burger** — Antioch, CA

- Operated cash register, collected payments and provided accurate change.

**Cashier**, 03/2019 — 09/2019

**Antioch Water Park** — Antioch, CA

- Sold tickets for the entrance into the waterpark, dealt with customer service needs and questions, and checked bags for entrance into the waterpark.

**Junior Swim Instructor**, 03/2016 — 08/2016

**Antioch Water Park** — Antioch, CA

- Through this unpaid voluntary experience, I assisted swimming instructors with classes, checked bags, and assisted with the summer camps.

## Education and Training

**06/2021 Deer Valley High School** — Antioch, CA

**High School Diploma**

- 3.4 GPA
- Leadership Member of Four Years
- Cheerleader of Four Years
- Dance, Musical Theater, Acting, Thespians Member of Four Years
- Freshman Class Secretary

**Diablo Valley College** — Pleasant Hill, CA

**Associate of Science** Business Administration