

# Andrew Christopherson

214.250.7598  
[drew.christopherson1617@gmail.com](mailto:drew.christopherson1617@gmail.com)  
Denton, TX 76201

Professional and friendly worker with a positive attitude and a strong work ethic. Enthusiastic and dedicated with a genuine desire to provide excellent customer service at all times. Presently pursuing an administrative position which will utilize all skills, abilities, and areas of expertise as follows:

- Cooperative Team Player
- Clerical Support
- Front-Desk Operations
- File/Record Organization
- Customer Service
- Conflict Resolution
- Process Improvement
- Relationship Building
- Time Management
- Organized
- Focused
- Hard Working

## Skills and Abilities

- Always punctual. Will arrive to all meetings and scheduled hours on time, each day.
- Extremely dependable. Will complete all tasks requested with diligence and enthusiasm.
- Friendly, warm and positive with all co-workers and supervisors.
- Collaborating with team members to discuss objectives, develop action plans, and complete multiple assignments simultaneously.
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint, Outlook) and various other computer software applications.

## Professional Employment

<b>AMC Usher</b>	03/2023- Present
<b>Mod Pizza Restaurant Worker</b>	10/2022- 03/2023
<b>Market Street Hot Bar – Flower Mound, TX</b>	2/2022 - Present
<b>Market Street Sacker – Allen, TX</b>	3/2021 – 2/2022
<b>Papa Johns Delivery Driver and Instore</b>	8/2016 – 02/2021
<b>Home Décor Organizer and Warehouse - At Home, Plano, TX</b>	06/2015 – 08/2016
<b>Human Resources Office Intern, City of Plano - Plano, TX</b>	06/2013 – 08/2014

## Education

McKinney Boyd High School, McKinney, TX

06/2014

## References Available Upon Request