

# OLIVIA EDWARDS

I am currently obtaining my RDA license. I work well with people of all ages, I am very patient and understanding. I pay close attention to detail and pride myself on how well I analyze material. I am a quick learner and can pick up on tasks quickly to execute them to the best of my ability. I am very well driven and prove this through my work.

## EDUCATION

- Dental Genius Assisting School  
-Current student obtaining RDA license, 2023
- C.E Ellison High School  
- High School Diploma

## CERTIFICATIONS

- Obtaining RDA
- CPR- BLS
- Human Trafficking

## RELEVANT COURSEWORK

- Advanced Anatomy & Physiology

## AWARDS & HONORS

- Academic honor roll
- Distinguished honor roll
- Graduated top 10% of my class

## EXTRACURRICULAR ACTIVITIES

- 200+ volunteer hours
- 8+ years cheerleading
- 6 years soccer
- 2 years cross country
- volunteer childrens cheer coach

## EXPERIENCE

### Cheddars Scratch Kitchen (Feb. 2022 - June 2023 )

server -

- Greeted and accommodated guests
- Built a positive experience for guest
- Fast and efficient service

server assistant-


- Kept a clean work environment
- Helped around the restaurant wherever I was needed.
- Quick and thorough cleaning


### Greater Central Texas Credit Union (June 2022 - Sept. 2022)

Bank teller -

- Balanced cash drawers
- Supported customer confidentiality
- Assisted management with opening and closing procedures.

## CONTACT

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- References upon request