

SHAYLA DINH

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ABOUT ME

Dependable and passionate in tasks given. Strong communication skills involving customers. Quick learner and time-efficient.

EDUCATION

2018 • Oshkosh West High School

2018 - 2020 • University of Wisconsin - Milwaukee

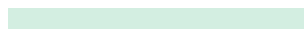
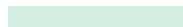
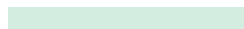
2020 • Certified Nursing Assistant

2022 • Moraine Park Technical College

2023 • Licensed Marnicurist

SKILLS

Meticulous and Organized
Time Management Skills
Active Listening
Attention to Detail
Creativity



EXPERIENCE

Fox Valley Team Sports/ 2impress

Customer Service Specialist

June 2022 - Current

- Serve as the main contact for custom and sports teams orders.
- Maintain clean areas
- Kept accurate records of customer interactions and corresponding orders.

MDS Communications

Communication Specialist

January 2022 - June 2022

- Respond to the needs of customers
- Evaluate problems and provide proper solutions
- Manages large amount of inbound and outbound calls

Sisters of the Sorrowful Mother

Certified Nursing Assistantc

February 2021 - December 2021

- Maintain proper documents
- Strong multi-tasking skills
- Assist patients with daily activities

School Sisters of Notre Dame Central Pacific Province

Certified Nursing Assistant

February 2020 - November 2020

- Provide high-quality care
- Strong clinical skills
- Ability to work under pressure

Plexus Corp.

Production Associate

May 2019 - August 2019

- Attention to detail
- Strong observation skills
- Ability to perform repetitive tasks

Golden Corral

Waitress

September 2017 - August 2018

- Greet guests
- Ensure clean environment
- Communication efficiency