

Eureka, CA
(727) 723-5286
Chollette.Kizer@Gmail.com

Chollette Kizer

PERSONAL STATEMENT

Organized and hardworking, with the drive to adapt to any environment. Spurred by passion and eager to find the most efficient solution to any problem. Determined to expand my career and hone my existing skills.

WORK EXPERIENCE

Ciarciaglino, Gell, & Fiorentino, P.A. — *Administrative Assistant*

April 2021 - February 2022

Best Western — *Front Desk Supervisor*

March 2019 - March 2021

Bandit Coffee Co. — *Lead Line Cook*

January 2023 - August 2024

VOLUNTEER EXPERIENCE

Deaf/Hard-Of-Hearing Community Outreach - *Providing Community and Companionship*

January 2018 - August 2021

LANGUAGES

American Sign Language (ASL) — *Proficient*

English — *Native*

EDUCATION

High School Diploma Equivalent — *General Education Development (GED)*

Graduated 2015

SKILLS

- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Proficient in Google Docs, Sheets, and Slides
- Excellent Customer Service Skills
- Market Analysis, Sales and Office Administration
- Bookkeeping
- Schedule Management

References available upon request