

# DYONTE BLAKE

## Entry Level Legal Assistant

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☎ (123) 456-7890

📍 San Diego, CA

🌐 linkedin.com/in/dyonte-blake

## WORK EXPERIENCE

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### Administrative Assistant

#### Metasys Technologies

📅 2020 - current

📍 San Diego, CA

- Headed administrative tasks for the CEO of Metasys Technologies with \$1.5B in assets and 300 associates
- Worked directly with upper manager to on-board 12 full-time associates
- Communicated proactively with clients on timelines, answering any inquiries they had within 2 hours
- Coordinated with prospective employees, scheduling interviews for interviews leading to 15+ full-time hires
- Crafted forms and reports for vendors, streamlining the process of vendor vetting saving 1,000+ quarterly hours
- Managed executive team calendars, arranging weekly team-wide meetings for over 70+ staff members

### Server

#### Bahama Breeze

📅 2018 - 2020

📍 San Diego, CA

- Spearheaded the adoption of online ordering systems during the Covid-19 pandemic, boosting take-out revenue by 125%
- Mentored 7 junior servers on best practices, regularly providing feedback to improve customer satisfaction
- Managed close-out processes, ensuring tips were fairly distributed amongst front and back of house staff
- Surpassed sales targets by 20% by up-selling appetizers and drinks and cross-selling sides and extras based on diner preferences

### Cashier

#### Lowe's

📅 2017 - 2018

📍 San Diego, CA

- Handled cash and credit transactions, ringing up transactions with 100% accuracy
- Sold customers on value of Macy's credit card and loyalty program, exceeding sign up rates for the program by 10% for full year 2019
- Collaborated with 5 cashiers, providing assistance as needed to teammates during peak hours, significantly reducing stress levels
- Demonstrated a superior commitment to reliability, incurring 0 late or sick days

## EDUCATION

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High school diploma

#### Westview High

📅 2013 - 2017

📍 San Diego, CA

## SKILLS

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Collaboration

Administrative Support

Detail Oriented

Record Keeping

Scheduling

- Fostered a positive, helpful customer service environment, answering 100+ customer questions per day in a thoughtful manner