

Joyna Filippides

jfilippides@temple.edu

41 Asheville Rd | Boston | MA | 02136 | 774.451.5909

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Entrepreneurship
GPA: 3.0

ACTIVITIES:

- Special Olympics Volunteer for Somerset, MA Bowling League
- Temple University Intramural Women's Basketball

EXPERIENCE:

Jamaica Plain Seafood, Boston, MA June 2009 – present

Waitress, Hostess

- Greet customers and manage reservations.
- Responsible for taking orders, serving customers and clearing tables in a professional, courteous and efficient manner to allow for tables to become available as soon as possible in a 150 seat restaurant.
- Always correctly cashed out at end of shift and earned customers request frequently to be their server.

Sky Zone Boston, Boston, MA September 2011 – present

Event Host, Cashier

- Greet customers.
- Serve as event host for birthday parties and special events which include duties such as food service, keeping parties on schedule and organizing groups within the indoor trampoline facility.
- Responsible for obtaining and filing paperwork and waivers from customers.
- Always correctly cashed out and received pay raise after company evaluation.

Brigham's and Women's Hospital, Boston, MA July 2011- August 2011

Summer Intern

- Responsible for filing paper work and creating schedules for doctors in the OB/GYN department.
- Responsible for organizing office mail, taking messages and coordinating appointments for doctors.
- Attended workshops explaining various fields and positions within the medical field.

SKILLS:

- Microsoft Office
- CPR certified