

Kalysta Shepherd

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Skills

Communication, problem solving, adaptability, teamwork, organization, computer skills, patience, flexibility, determined,

Experience

August 2022 - PRESENT

Angola Insurance and Financial services – *Assistant*

- Answering phone calls and setting up appointments.
- Working with computers and doing data entry.
- Putting away files and doing basic cleaning.

October 2024 - Present

Applebee's, Angola – *Server/ hostess*

- Working in a quick paced environment and handling things in a timely manner.
- I had to memorize the menu to better understand the company and to better help guests.
- Staying on my feet and going long periods of time without getting a break.

July 2024- October 2024

Cioccas Cleaning and Restoration, – *Cleaner*

- I was required to finish specific cleaning tasks in the location required of me. Working with chemicals and learning which ones were used for what specifically.
- Using communication to make sure I was at the right spot.
- Handling up to 50 pounds.

Education

August 2018- May 2022

Prairie Heights, LaGrange – *High school diploma*