

4248 Little Bend Ct,  
Fort Worth, TX 76244  
(682)287-8414  
Miller.elena6@gmail.com

# Elena Miller

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## SKILLS

Problem Solving  
Creativity  
Communication  
Customer service  
Leadership and Delegation  
Troubleshooting

## EXPERIENCE

### **Leslie's Pool Supplies, Keller** – *Seasonal Associate*

May 2023 – August 2023, April 2024 – August 2024

- Serviced pools and became familiar with Leslie's software.
- Helped customers find particular products
- Chemically tested and adjusted water

### **Marble Slab Creamery, Watauga TX** – *Cashier and Team Lead*

July 2022 – April 2024

- Served and assisted customers with orders
- Kept the lobby and kitchen clean and safe for customers and staff
- In charge of properly opening and closing the store daily.

### **The Commitment Summit, Costa Rica** – *Internship*

June 2023 – June 2023

- Kept time for guest speakers
- Helped set up staging areas for networking events
- Interacted with guests and assisted them when possible.
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### **Las Palapas, Keller TX** – *Server*

November 2021 - July 2022

- Greeted customers and took food orders via Drive Through
- Waited customers and maintained the restaurant
- Kept the space clean and organized

## EDUCATION

**Timber Creek High School, Keller TX** – *High School*

August 2020 - May 2024, Keller Texas

## AWARDS AND CERTIFICATIONS

Adobe Premiere Pro Certification