

Bella Bland

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SUMMARY

Detail-oriented and enthusiastic professional eager to embrace exciting roles where I can leverage my soft skills and passion for human interaction. With three years of experience in customer service and team coordination, I excel at managing schedules, ensuring efficient workflows, and maintaining organized environments. Proficient in Google Products and customer service engagement, I have a proven track record of enhancing operational efficiency in fast-paced settings.

WORK EXPERIENCE

Ozark Mountain Bagel Co.

Bentonville

Server, Cashier, and Shift Lead

Jun 2022 - Aug 2025

- Efficiently processed customer orders and managed transactions, adeptly handling both cash and credit/debit card payments to ensure a seamless customer experience.
- Accurately prepared and assembled customer orders while maintaining a clean and organized work environment, contributing to a welcoming atmosphere.
- Provided leadership as Shift Lead, fostering team efficiency and diligence in completing tasks, and ensuring a positive and productive work environment.
- Demonstrated quick thinking and leadership skills in high-pressure situations, ensuring smooth operations and customer satisfaction.

The Beauty Lounge

Rogers

Receptionist

Sep 2023 - Jan 2024

- Managed scheduling and client communication through effective coordination with stylists and maintenance of appointment calendars.
- Responded to client inquiries and facilitated appointment bookings via phone, ensuring a high level of customer service.
- Maintained cleanliness and organization of the salon while supporting social media efforts by creating engaging Instagram content to promote services and enhance brand visibility.

EDUCATION

Arizona State University

May 2029

Bachelor's Degree, Business Management

Bentonville High School

Bentonville

High School Diploma, General Coursework

May 2025

CERTIFICATIONS

CPR Certification

SKILLS

Proficiency in Google Products • Customer Service Engagement • CPR Certification • Google Suite • Microsoft Suite • Communication • Team Collaboration • Problem Solving • Time Management • Quick Thinking • Leadership