

Tammy Standbrook
Phone: (916) 223-6377
Winniethepooh@wavecable.com

SUMMARY OF QUALIFICATIONS:

- Intuitive understanding of team cohesion, dynamics and interpersonal relations.
- Very detail oriented and organized and follows thorough to the last detail.
- Driven to achieve operational efficiencies.
- Committed to producing results above and beyond what is expected.
- Ambitious, willing to learn and destined to succeed.
- Able to think independently and quickly resolve problems.
- Effective manager with unique ability to train, motivate and direct people.
- Expertise in anticipating and responding to customer needs.

RELEVANT SKILLS AND QUALIFICATIONS:

- Professional talent in checking food quality, daily staffing and cashiering.
- Excels in creating marketing plans, promotions and attending sales meetings.
- Committed in corporate marketing tactics, outside events, marketing audits and donations.
- Professional talent in community involvement and Chamber of Commerce Membership.
- Precise with rules and literal in interpreting rules, schedules and results.
- Very effective in monthly sales meetings, banquet confirmations, organization and follow up.
- Computer skills include Microsoft Word, Internet and E-mail.
- Exceptional in setting example for staff for uniform, timeliness and positive attitude.
- Proven successful in increasing sales and customer base.
- Strong in communication with management team and incentives.
- Effective in four-walls marketing, property-line marketing and neighborhood marketing.
- Maintains marketing plan, audit and marketing budget.
- Enthusiastic in sending out evaluations after banquets.

EXPERIENCE:

2009-2012	LaDawn Catering, Roseville, California Server
2008-2009	Sunset Whitney Country Club, Rocklin, California Lead Server/Cashier
1989-2006	Cattlemens Restaurant, Roseville and Rancho Cordova, California Cashier/Waitress/Assistant Floor Supervisor/Bookkeeper/Assistant Manager/Banquet Manager/Marketing Manager

EDUCATION:

Seminars: Life Scripts, Conflict Management Skills for Women, One-Minute Management, How to Deal with Employee Attitude Problems and Handle People with Tact and Skill.

Get Motivated Business Seminars by Zig Ziglar, Tom Hopkins, Suze Orman, Joe Montana and Rudolph Giuliani.

California Nanny College, Sacramento, California
Oakmont High School, Roseville, California - **Diploma**

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I am enclosing for your professional review a copy of my resume. Currently, I am seeking a position in which I may apply and expand my present knowledge. You will note as you read my resume, that I offer excellent experience and skills. I believe I would be of immediate value to your company.

My work performance is thorough, resourceful, and I pay close attention to details. I welcome the challenge and responsibility of proving my worth to an organization that appreciates quality performance.

If, upon review of my qualifications, you feel that you have a present or prospective need for an individual with my skills, I would like to arrange a meeting within the next two weeks to discuss the possibilities. Please contact me at the above e-mail address or telephone number.

Thank you for your consideration and reply. I look forward to hearing from you soon.

Sincerely,



Tammy Standbrook
Enclosure: Resume