

Greg L. Taylor

(323) 753 - 2084

o8ulgroup@gmail.com

Education

St. Bernard Catholic High School, Playa del rey, Ca

Skills

Management

- Prepared daily schedules for drivers to achieve prompt service and short delivery time
- Organized fundraising and promotional events for neighboring tutoring/sports programs
- Worked with Manager in cost control and labor budget preparation activities
- Conducted service trainings for newly hired employees

Experience

Amante Pizza & Pasta, Los Angeles, CA, June 2012 – July 2013

Manager

Ensured servers make constant effort to become familiar with regular customers and how to meet their needs
Supervised servers on daily basis to ensure smooth dining operations
Monitored servers to deliver food and beverages as per restaurant standards
Managed drivers delivery time facilitating orders to local hotels

La Cachette, Santa Monica, CA, November 2005 – December 2008

Shift Supervisor

Guaranteeing all customers have everything they need to have a pleasant dining experience
Assisted in hiring and training new hires
Counseled and motivated servers to ensure optimum services
Performed stocking duties and inventory maintenance before, during, and after every shift

Lois the Pie Queen, Berkeley, CA, April 2003 – August 2005

Food Runner / Lead Server

Provided excellent customer service displaying a professional attitude at all times
Supervised server duties throughout shifts
Confirmed that all tasks were completed thoroughly prior to shift's end
Safeguarded accurate cash handling and balancing of nightly cash outs

UC Payroll, Oakland, CA, June 2002 – July 2004

Payroll Specialist

Reviewed and updated electronic system of employee earnings
Oversaw public relations at the front desk
Employed international students with positions in housing/dining services

Internships include; *Oakland Raiders, Enterprise Rent-a-car*

Leadership

Youth Group Aide & Counselor, Junior minor league basketball coach

Other Skills

Microsoft Word, Excel, Adobe Audition, Power Point, Team Viewer, LogMeIn, 123Rescue

References

Kevin Smith - General Manager (747) 444 – 7719

Stan Dimitrov - Owner (206) 778 - 7711