

**Dorothea McDonald**

Server

12/27 @ 8am

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**Education:**

Howard University, Washington, D.C. □ Major: Theatre Arts: Sociology GPA:3.3  
scholarships: Links, Delta Sigma Theta, Mt. Zion Baptist Church Education Program, Madison  
Rotary

**Experience:**

**PF Changs Restaurant** Sherman Oaks, California November 2013-present, Host

- Greeting and seating all guest.
- answering front desk calls; answering questions, scheduling and canceling reservations
- placing settings on table.
- obtaining full knowledge on all items on the menu.

□ **AmeriCorps- Schools of Hope** Madison WI June 2013-August 2013, Teachers Assistant

- Documented attendance of students and contacted the students home if they were not present. -
- Read stories to the students and participated in games. □ -Screened students in writing, letter recognition and number recognition to record progress.
- Created fun and exciting activities that included academic learning.

□ **International Spy Museum** Washington, DC January 2012-May 2012, Interactive Tour Guide

- Led interactive spy mission tours with motion simulators, sound effects and stairs. -Greeted guest and led them through the museum. □ -Assisted guests and large groups by ringing sales, answering questions and holding doors. -Roved the museum to assure that all technical aspects were functioning correctly.

**Eatonville Restaurant** Washington DC August 2010- October 2011, Host

- Greeted all customers, answered questions and provided them with the history of the restaurant.
- Escorted all guest to their seats using a handwriting seating system. □
- Answered all calls made to the store, made reservations for small parties, big parties and events.
- Bringing ordered drinks to table

**Harriet Tubman Quadrangle** Washington DC August 2009-May 2011, Resident Assistant

- Worked as a receptionist at the front desk; answering residential questions, documenting maintenance issues and organizing mail. □ -Implemented monthly programs to promote womanhood and sisterhood. □ -Resolved roommate conflict and acted as a mentor to all the freshman girls residing on my floor.

**Culvers Restaurant** Madison WI October 2006-2008, Cashier

- Rang up all customers sales in the lobby and drive through. □
- Maintained accurate knowledge of daily soups, single scoops of the day and seasonal shakes. -
- Swept, vacuumed and mopped lobby area and all bathrooms.
- -Carried food out on trays to customers in the dinning area and ran food to cars in the drive through.