

Katherine J Rankin

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QUALIFICATIONS:

- **Communications**-Good written and verbal presentation skills. Use of proper grammar and have a clear speaking voice.
- **Interpersonal skills**- Able to get along well with co-workers and accept supervision.
- **Organization**- Ability to prioritize and remain focused on the essence of an issue. Work well under pressure.
- **Customer Service**- Excellent with customers and building relationships. Professional and strive to better my work environment for the benefit of the customer as well as the business.
- **Certification**: ServSafe certified since 2011

EXPERIENCE:

04/14-Current **The Firehouse Restaurant**

Sacramento, CA

Special Events Server/Host

- Customer Service
- Wine Knowledge
- Fine Dining Knowledge
- Experience with POS system. Micros, and Open Table
- Food Running and Banquet experience

04/12-11/13 **Centrale Kitchen and Bar**

Stockton, CA

Server

- Customer Service
- Banquet/Special Events experience
- Wine knowledge
- Experience with POS system
- Fine dining knowledge
- Adapted to thriving in a fast paced work environment

03/10-04/12 **Café Bravo Latin Bar and Grill**

Oakdale, CA

Server/Bartender

- Customer Service
- Experience with POS system
- Bar- back Experience
- Cash handling
- Seeing that all the needs of the customer were met during experience.
- Maintain/run restaurant in manager owner absence

03/08- 05/09 **Old Navy, Gap INC.**

Manteca, CA

Cashier/Sales associate

- Cash Handling
- Customer Service; worked with customers and sales relations
- Answered multi-line telephone, routed calls, and took messages
- Counting and distributing inventory
- Assisted supervisor with special projects
- Outside Projects and Promotional Assistance

06/06-11/07 **Togo's Eatery**

Manteca, CA

Shift Manager

- Responsible for employees in manager/owner's absence
- Inventory checker
- Responsible for cash handling and distribution of deposits to the bank
- Open and Close Restaurant
- Handle all deliveries

EDUCATION:

2013-Current **Cosumnes River College**
2002-2006 **East Union High School**

Psychology (in progress)
High School Diploma

Sacramento, CA
Manteca, CA

REFERENCES:

<u>Name</u>	<u>Phone Number</u>	<u>Relation</u>
Anthony Sbragia Co-Owner of Centrale Kitchen	(209) 939-1825	Past Employer
Scott Thompson Co-Owner of Centrale Kitchen	(916) 799-2312	Past Employer
Michelle Williams Manager at Café Bravo	(209) 345-2167	Past Supervisor
Bernardo Martinez Head Chef at Centrale Kitchen	(209) 939-1825	Past Co-worker/Supervisor