

# Jai'Renee Jackson

## Prep and cook items - Chipotle

Inglewood, CA

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With six years of customer service in restaurant establishments I am now looking for something that will put my passion of helping others to another level.

### WORK EXPERIENCE

#### **Prep Cook & Server**

Lemonade - Los Angeles, CA - July 2012 to February 2014

Prep Cook:

Preparation of meal

Ensuring that leftover food is stored properly

Maintenance tasks such as emptying the trash and washing dishes

Testing the temperature of food at specified intervals

Server:

Serve meals

Communicate effectively with guest

Clean station

Put away materials

Resolve guest complaints

#### **Customer Service Rep**

Pizza Hut - July 2010 to September 2010

Responsive for answering phones quickly with in pizza hut guidelines

Communicate all specials promotions to customers

Accurately record customers' order on the POS system

Keep counter and work area clean and organized at all times

Accurately accounting of all transactions, collections and disbursements during work shift

Handle money transactions

### EDUCATION

#### **High School Diploma**

William J. Pete Knight High School - Palmdale, CA

### SKILLS

Skills: • Enthusiasm and Willingness to learn • Customer Service orientated • Excellent work ethics • Ability to perform simple mathematical calculations • Ability to understand and implement written and verbal instructions • Ability to communicate clearly, courteously, and effectively with customers