

**Terrece A. Mathis**  
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### **Objective**

Obtain an entry-level managerial position in retail or customer service.

### **Abilities**

- Excellent written and verbal communication skills with a keen eye for detail
- Proficient in the use of Microsoft Office applications
- Able to interact successfully with a wide range of people; knows how to interpret body language
- Presents information and ideas clearly and concisely

### **Work Experience**

#### *Server and Cleaning Personnel*

August 2010 – September 2012- **University Of Toledo Cleaning and Catering Services**

- Responsible for all cleaning services and as well as catering events as a server
- Provide thorough cleaning services weekly including window treatments, floor waxing and laundry services
- Served for banquets and conferences

#### *Manager*

July 2010- September 2015 **Gas USA ; East Cleveland, Ohio**

- Became Manager on March 2012-September 2015
- Worked the cash register
- Performed deli maintenance
- In control of food prep, cooking, cleaning, and baking
- Responsible for lottery cashier
- Responsible for checking point of sales and Inventory
- Always arriving properly dressed, groomed and ready for shift

#### *Daily Lead*

April 2009 – June 2010 **Kim's Wings & Things Restaurant; Cleveland, OH**

- Responsible for prepping food and assisting head chef for all orders
- Ensured that all tables were waited and bussed
- Responsible for closing duties, including clean up and closing out the register at the end of service

### **Education**

Shaw High School **East Cleveland, Ohio- High School Diploma**

University of Toledo 2010 – 2013 **Toledo, Ohio**

### **Volunteer Experience**

- After school tutor for Case Western Reserve Chemical Future Engineers 2010 - August 2011
- Help the elderly doing things such as playing games with them, serving them lunch and dinner
- Volunteer; Shaw High School OGT students March 2011- December 2011
  - Taught chess in after-school program

### **References**

- JiHad Rahman- Store Owner Gas Usa Boss – 216-554 2973
  - Nabil Ramhan Store Manager Chllie Convenient Store 440-454-2927
  - Corey Roddy Friend 2006-Present 216-854-4363
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