

Trenae L. Jackson

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-----PROFESSIONAL SUMMARY-----

Purposeful to any part of the Hospitality industry different experiences ranging from crewmember to shift lead/manager. Pays close attention and exposes details in amazing ways and has a proficiency in promotions and sales boosting. Innovative minded, result-determined and a group player when it comes to results and getting work handled.

-----EDUCATION-----

California State Polytechnic University, Pomona

Bachelors of Science in Hospitality and Restaurant Management March 2015

-----SKILL HIGHLIGHTS-----

Sales Boosting
Promotions
Innovative thinker
Restaurant Experience
Leadership Experience

-----PROFESSIONAL EXPERIENCES-----

Iron Skillet, Petro (Ontario, CA)

Cashier December 2015-Now

Register, answer phone calls, clean, keep record of all credit card and cash transactions, etc.

Estate Sales by Capriz (Ontario, CA)

Manager of Sales and Social Media January 2013-November 2015

Managed all outlets of social media and calculate and keep records of sales

Advertise things like upcoming sales, etc. on the Internet. Used/know Microsoft word, excel, PowerPoint, answered all emails, helped with sales, kept records of money brought in etc.

Chili's (Rancho Cucamonga, CA)

Food Prep December 2014-February 2015

Prepped all foods that will be used throughout the day, cooked/baked in Combi, washed dishes, cleaned all produce etc.

Pick Up Stix (Claremont, CA)

Cashier August 2014-December 2014

Cash Register, Prepped to-go orders; food, Answered phone calls/orders, etc.

Trader Joes (Rancho Cucamonga CA)

Marketing and Sales Intern June 2013 – August 2013

Learned different types of wines, Assisted in cooking select foods at the demo stations, Marketed the selected wines, helped to boost wine sales, etc.

Yogurtland (Claremont, CA)

Shift Lead/Key Holder August 2011-March 2013

Followed store procedures, Opened and closed store, Disassembled/reassembled yogurt machines, etc.

-----CERTIFICATION-----

ServSafe Managerial Certified
San Bernardino Food Handlers Card
Wedding and Event Planner Certificated
Certified to serve alcohol and wine
CPR Certified

-----VOLUNTEER WORK-----

Abundant Living Family Church's Eagle's Cafe- working and training new volunteers in making espresso drinks, fruit smoothies, etc. January 2011-November 2014