

TANASHIA MITCHELL

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Summary

Dynamic food service professional with excellent teamwork and skill in learning new tasks quickly. Highly knowledgeable in ingredient preparation, including slicing and cutting techniques, illustrated through 8 years of related experience.

Skills

I am a fast learner ...
Speedy
Clean

Helpful
Flexible

Experience

06/2012 - 01/2014

Villa De Valencia — San Antonio, TX

Leasing Agent

Make sure the office was open at 8 am and staff was there on time for shift. Have the balloons in front of the complex for the color of the day. Have maintenance go around and pick up trash. If any work orders get them took care of asap , along with phone calls about a work order

- Inspected property every day took pictures and wrote reports regarding findings for submission to the work order.
- Maintained accurate records of all correspondence with and from tenants.
- Conducted background checks on applicants.
- Provided tours of property and amenities to prospective tenants and offered valuable information regarding major features.
- Experienced in various types of properties including new construction, luxury apartments, condominiums and over-55 communities.
- Coordinated general maintenance and major repairs to keep facilities operational and attractive.
- Implemented business strategies to maximize tenant satisfaction and reduce vacancies.
- Contacted and followed up with tenants on renewal notices.
- Settled tenant conflicts in the most effective manner possible.
- Oversaw daily operations, maintenance and administration of various properties.

08/2018 - 01/2019

University Of Houston — Houston, TX

Prep Cook

Make sure not to run out of anything back up , be ready to open the line for lunch rush . Have everything up front and ready to be served. Make sure everything is labeled and rapped up to sever though out the day. Wash hands , we're gloves , and keep cutting knife that belongs to you with you with cutting glove. Clean as you go , throw away anything that may not look good or gas be labeled and is now bad .

- Offered support to other stations during high-volume shifts to maintain optimal coverage and meet customer needs.
- Adhered to all regulatory standards regarding safe and sanitary food prep.
- Sliced and label meats to prepare for cooking and assembly of menu items such as veggies and fruits.
- Maintained clean and orderly appearance throughout kitchen and dining area.
- Assisted with training and development of new talent.
- Assisted with dining room tasks by removing soiled dishes during meal service and returning to kitchen for washing.
- Rotated stock items and ingredients to maintain efficiency and freshness.
- Prepped vegetables and ingredients by washing, chopping, slicing and dicing.

Education and Training

06/2011

Roosevelt High School San Antonio, TX

High School Diploma

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

C

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

8.25

6) What is the current sales tax rate in your city 8.25?

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B

8) A customer buys two shirts for \$10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

D

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

Cashier Test

Score / 15

a

11) Counterfeit pens should be used on which three denominations?
a) \$20, \$50, \$100
b) \$10, \$20, \$50
c) \$5, \$50, \$100
d) \$10, \$20, \$50

b

12) How many times should you count change when giving it to the customer?
a) one
b) two
c) three
d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21 yrs old

14) What are the acceptable forms of ID for alcohol purchases? State I.D.

15) How many \$20 bills are in a bank band? 100