<u>Restaurant and Service Industry Resume</u>

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Objective: To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

<u>WORK EXPERIENCE</u>

<u>K.C. Metro Computer Recycling LLC 2012-Present</u>

<u>Licensed business Owner/Part time</u>

- Pickup and remove computers and electronics from businesses and corporations for proper recycling
- Delete and destroy hard drives/Data transfer according to customer needs
- Repair computers and laptops according to age of device's

<u>Food Team - Kansas City, MO - 2010 to 2012</u>

<u>Duties:</u>

<u>Banquet Server</u>

• Preset banquet tables and halls with programs, placement setup, and table arrangements

• Serve drinks and meals to guests according to Event Planner specifications

• Ensure guests satisfaction in a fine dining atmosphere

<u>Chef's assistant</u>

• Communicate needed menu items for events to Chef

• Assist in planning and preparation of these needed menu items

• Distribute completed menu items to destinations, specified by Chef and Event Planner

<u>McDonalds Corporation - Kansas City, MO - January 2009 to August 2010</u>

<u>Shift Manager</u>

• Managed 6-8 Employees

• Record and maintain restaurant activity reports and logs

• Update computer with logged reports and daily reports

Chili's Restaurant - Kansas City, MO - November 2008 to January 2009

Host and Front Door Greeter

- Welcome guests and provide first point of contact hospitality

- Assist servers to distribute customer meals

- Generate end of shift reports based on to go orders

- Personally raised $800 for St. Jude's Cancer Research fundraising event

Subway Restaurant - Kansas City, MO - November 2006 to November 2007

Store Manager

- Managed schedules

- Inventory Control/reconcile all store money

- Generate daily reports

- Oversee all customer Satisfaction

Applebee's Restaurant - Kansas City, MO - June 2005 to November 2006

Server

- Greet and engage guest. Create comfortable dinning atmosphere experience.

- Receive order from guest and submit to kitchen

- Continue to monitor guest comfort and convenience