

# **Katie Poore**

San Bernardino, CA

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Authorized to work in the US for any employer

## **WORK EXPERIENCE**

### **Server**

Taylors bar and grill - Redlands, CA - August 2016 to Present

Take orders and serve people the food and beverages. Check on them accordingly and frequently getting them anything they need. Keep waitress station clean, and cash out guests at the end of their dinning. Proudly a team oriented person and help each other run drinks and food. Making sure every guest leaves with a smile.

### **Hostess/Server**

Cheddar's Casual Café - Hendersonville, TN - February 2016 to April 2016

#### **Responsibilities**

Seat customers in a orderly time and fashion. Bring food and drinks to customers and anything else they may ask for.

#### **Accomplishments**

I went from a hostess to a server in a very short period due to my ability to keep customers smiling.

### **CSA Front End**

Jiffy lube - Hendersonville, TN - November 2015 to January 2016

#### **Responsibilities**

Organized, worked with customers, provided estimates using the computer programs, kept customers smiling.

#### **Accomplishments**

I made the customer ratings go up significantly in my first week.

## **Skills Used**

A go lucky attitude, knowledge of the business and work being performed, reliability, and multitasking.

## **Cashier**

DJs Tesoro - Dickinson, ND - July 2015 to November 2015

Stocked products and got rid of items past due dates. Cashed out customers using the ruby cash register.

Solved any problem I could with the customers including helping them find the right items they wanted.

## **Bartender**

The shamrock - Wibaux, MT - February 2015 to August 2015

### **Responsibilities**

Kept environment upbeat, clean, stocked. Served beverages and food in timely fashion with a smile on my face.

### **Accomplishments**

Brought in extra business due to happy customers

### **Skills Used**

Multitasking, accounting, dealing with possible complications and relaxing the situation in a way that resulted good for everyone.

## **DSWSales Associate**

DSW - Ashland City, TN - January 2011 to February 2011

### **Responsibilities**

- Helped customers find what they need.
- Kept inventory organized and stocked.
- Theft prevention

### **Accomplishments**

Kept customers and employer happy with inventory placement and knowledge.

## **Skills Used**

Hard work and dedication to completing my tasks at hand, in a Timely manner.

## EDUCATION

### Diploma

San Andreas High School - Highland, CA  
2009 to 2011

## SKILLS

Excel And Powerpoint,

## ADDITIONAL INFORMATION

Currently look for a part time job to work on my days off from my first job. Experienced in serving bartending and cocktail waitress.