

# Thema Hawkins

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## EXPERIENCE

### **IHOP-Hostess- Los Angeles**

June 2016-Present

Working here I was a hostess which included seating, taking orders, serving and constant check-ins on a customer's well being.

### **Culvers— Crew Team Member- Hiawatha**

January 2016 - April 2017

I started off as a cashier but quickly adjusted to the fast-paced environment and easily learned every other position offered in the store within the first five months. I was looked upon as a leader and was also regularly recognized for bringing a friendly and welcoming environment to the workplace.

### **Receptionist- Cedar Rapids**

June 2016- September 2016

Entered data daily, scheduled appointments, delivered messages, placed and receiving calls and taking messages if necessary.

### **Jc Penny— Customer Service Representative- Cedar Rapids**

August 2014- January 2016

I worked as a customer service representative included cashier, organizing clothing for display, direct help to customer whenever needed, and price checking. Working here I was often recognized for outstanding customer service that brought customers back.

## EDUCATION/ CERTIFICATIONS

### **Food Handlers- September 2017**

### **Kirkwood Community College, Cedar Rapids, Ia**

August 2016 - April 2017

Excelled in all fields of school and found a specific interest in mathematics and psychology.

## SKILLS

Display of leadership

Logical and satisfying problem solving

Adaptation to environment

Increased math skills

CPR Certified



## **Jefferson High School, Cedar Rapids, Ia — *High school Deploma***

Graduation Year: 2016

I was very active in high school from math team to basketball, and my senior year cheerleading. I was awarded Academic Honors with Distinction as well as other scholarly awards.

### **PROJECTS**

#### **Clipper Internship — *Leadership Program***

Was assigned in group with three other students and given a problem in order to find multiple solutions using professional problem solving methods from the program itself.



**Cashier Test**

**Score / 15**

- 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
- 9% 6) What is the current sales tax rate in your city            ?
- 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
- 14) What are the acceptable forms of ID for alcohol purchases? Valid licence / ID (Photo)
- 15) How many \$20 bills are in a bank band? 100