

Fri 12/5
8pm

Tori Britton

Store Manager, Receptionist, Server

Belmar, NJ

toribritton4_8bp@indeedemail.com - 7328627969

I have 4 years customer service and receptionist experience and am looking to further my career in the medical field.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Guest Service Agent

European Wax Center - Bricktown, NJ - 2017-09 - Present

Schedules, revises, and confirms appointments on Milenium Software

Confirms appointments following corporate protocol.

Maintains and achieves retail goals

Strong understanding of computer

software

Retail associate completing sales goals including packages, wax passes and products.

Server/Manager

Metedeconk National Golf Club - Township of Jackson, NJ - 2016-03 - 2016-10

Managed "Half-way House" (private area where members can rest during golf play.)

Answered telephones in high-volume, input information in computer pertaining to member requests.

Handled cash, credit cards, and computerized member soft-ware.

Individually managed private outdoor area seating 35 guests.

Took inventory and ordered product.

Trained new employees on proper protocol.

Provided extensive product knowledge to members of MNGC, such as wine, spirits, and culinary fine dining.

Took food and beverage orders from members in a highly reputable fine dining country club.

Knowledge of appropriate wine pairings.

Set dining tables according to type of event and service standards.

Store Manager/Receptionist

Nick's Market - Lakewood, NJ - 2014 - 2016

Handling incoming calls, inventory, special requests, as well as solved any conflict from patrons.

Processes monetary transactions with patrons of establishment, as well as with exterior parties regarding new shipments of produce.

Maintains confidentiality of all personal information of customers including but not limited to address, phone numbers, and credit cards.

Responds to all calls, outgoing and incoming, filing, as well as providing exemplary services to all customers.

Generates order forms pertaining to the establishments inventory, in addition to creating Nick's Market website web plan.

Maintains a full-time work week including weekly overtime.

Compliant and abides by professional dress code.

Maintains operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.

Ensures availability of merchandise and services by approving contracts; maintaining inventories.

Completes store operational requirements by scheduling and assigning employees; following up on work results.

EDUCATION

Medical Assisting

American Institute of Medical Sciences & Education - Toms River, NJ

2017-10 - 2018-11

AAAI Personal Training Certified in Personal Training

OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL - Toms River, NJ

2012 - 2014

High school or equivalent in State Mandated Curriculum

Lakewood High School - Lakewood, NJ

2010 - 2014

SKILLS

Microsoft Word, Filing, Time Management, Organizational Skills, Professionalism, Punctual, Management, Customer Service, High Volume Call Receptionist

AWARDS

Recipient of Mayor's Scholarship.

2014-06

Georgian Court University Scholarship Recipient

2014-05

CERTIFICATIONS/LICENSES

CPR certified

2014-06 - 2016-06

ADDITIONAL INFORMATION

References:

Yamilex Rodriguez

(732)-698-3424

Marilyn Gomez

(848)-210-0857

Interview Note Sheet

Applicant Information

Name: Toni Britton

Date: 12/15/17

Position (s) Applied for:
Server

Interviewer: Jo Paik

Rate of Pay: \$13

Referred by:
Indeed

Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

European Wax Center
09/17 - Present
Guest Service Agent

Total of _____ in Food Service

Server @ Metedeconk National Golf Club
03/16 - 10/16

up to 1 hour travel

Nick's Market
Manager/ Receptionist
Lawrence
(produce, seafood)

P.O.S. Experience: Y / N details: _____

Transportation

Car	Public Transit	Carpool (Rider / Driver)
-----	----------------	----------------------------

Regions Available to work:

North NJ	South NJ	Bayville	Central NJ	Jersey Shore
----------	----------	----------	------------	--------------

Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
------	-----------	------	-------------	-------------

Availability

Open	AM only	PM only	Weekdays only	Weekends only
------	---------	---------	---------------	---------------

Details: _____

Uniforms Owned:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
---	-----------------------	-------------------------