

Tue 12/5  
2PM

# **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: <u>Toni Britton</u>	Interviewer: <u>Jo Paik</u>
Date: <u>12/5/17</u>	Rate of Pay: <u>\$13</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Indus</u>

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

Total of \_\_\_\_\_ in Food Service

Eurpro Wax Center  
09/17 - present  
Guest Service Agent

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

Nick's Market  
Manager/ Receptionist  
Wokewood  
(produce, Kosher)

up to 1 hour travel

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

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: