

# Sha'Quil Kinchen

East Orange, NJ  
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To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well and communicate with people.

Willing to relocate to: Orange, NJ - Irvington, NJ - Newark, NJ  
Authorized to work in the US for any employer

## Work Experience

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### **Server and Cashier**

Crystals On The Plaza - Charlotte, NC  
December 2017 to February 2019

- Cook food and meal prep
- Maintain clean work environment
- coordinate the activity of kitchen staff and manage daily operations
- Responsible for preparing food, assigning tasks, enforcing food hygiene regulations, ordering supplies, and planning menus.
- food storage and safety knowledge, supervisory skills, good communication abilities, and teamwork.
- work at the checkout areas of retail stores and are responsible for handling transactions fast and accurately.
- greeting customers, collecting payments, using scanning devices, answering to customer inquiries, accepting customer returns, and counting the money in the cash drawer.
- strong numeracy skills, attention to details, customer service orientation, courtesy, and teamwork.
- serving food to customers and are responsible for ensuring an enjoyable dining experience.
- providing menus, meeting special customer demands, taking orders, bring food to tables, refilling glasses, and cleaning tables.
- emphasizing serving skills, the ability to work in shifts, stamina, courtesy, and good communication abilities.

### **Chef/ Server/ Cashier**

Irie Vibes - Charlotte, NC  
May 2017 to February 2019

- Cook food and meal prep
- Maintain clean work environment
- coordinate the activity of kitchen staff and manage daily operations
- Responsible for preparing food, assigning tasks, enforcing food hygiene regulations, ordering supplies, and planning menus.
- food storage and safety knowledge, supervisory skills, good communication abilities, and teamwork.
- work at the checkout areas of retail stores and are responsible for handling transactions fast and accurately.
- greeting customers, collecting payments, using scanning devices, answering to customer inquiries, accepting customer returns, and counting the money in the cash drawer.

- strong numeracy skills, attention to details, customer service orientation, courtesy, and teamwork.
- serving food to customers and are responsible for ensuring an enjoyable dining experience.
- providing menus, meeting special customer demands, taking orders, bring food to tables, refilling glasses, and cleaning tables.
- emphasizing serving skills, the ability to work in shifts, stamina, courtesy, and good communication abilities.

### **Stocker**

Rite Aid DC - Fairless Hills, PA

August 2016 to April 2017

At Rite Aid DC, I was tasked to pick products off shelves and fill product slots for pickers/pullers. This job's emphasis on teamwork was crucial to the steady flow of production from our DC along with the help of the other regional DC's.

### **Manager/ Audio Engineer**

Loft Studios - Trenton, NJ

September 2015 to August 2016

At Loft Studios, I managed setting up sessions for our clients and artist. I also recorded the artist during the sessions. With high volume of clients and heavy interactions, this job highly tested my skills of communication.

### **Tech Sales & Customer Service**

Staples Office Supplies - Dover, DE

January 2015 to August 2015

At Staples Office Supplies, I engaged in conversations with customers as they described what services they needed me to perform on their electronics. I also had the task of selling merchandise and promoting products and sales.

### **Lot Manager/ Promotions and Marketing**

Richard Catena Auto Wholesalers - Teterboro, NJ

May 2013 to December 2014

At Catena, I learned very similar traits to my previous job due to the high amount of employee customer interaction. With my position as lot manager, I was in charge of overseeing all inventory and car sales. It was also my job to upkeep our company's promotions and advertisements.

### **Customer Service Associate/ Cashier/ Line Cook**

Wawa - Bristol, PA

April 2012 to April 2013

This job entitled me to have face-to-face conversations and engagement with customers. Also, this position allowed me to maximize my communication skills to better assist our very important customers. During my time here, I have improved my customer service and cashier skills.

## **Education**

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### **Associates Program for Computer Sciences in Multimedia, Photography, Audio Production and Film Editing**

Delaware Technical Community College - Dover, DE

August 2015 to Present

**History/ Education in English, Social Studies, Math and Science**

Central Piedmont Community College - Charlotte, NC

August 2013 to August 2014

**History/ Education in English, Social Studies, Math and Science**

Bucks County Community College - Newtown, PA

August 2012 to May 2013

**High School Diploma in English, Social Studies, Math and Science**

Pennsbury Senior High School - Fairless Hills, PA

August 2008 to June 2012

**Skills**

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I am well versed in the following: Skills • Retail Sales • Cash-Handling Accuracy • Credit Card Transactions • Determination and Work Ethic • Customer Service Excellence • Loss Prevention • Merchandising & Stocking • Advanced skills in MS Word, Excel, and etc. (9 years), Teaching, retail sales, Public Speaking, Event Planning, Customer Service Skills, Microsoft Excel, Microsoft Word, Organizational Skills, problem solving, Photoshop, Team Building

## **Letter of Reference in regards to (Sha'Quil Kinchen)**

To Whom it May Concern:

I, James Shepherd, highly recommend ShaQuil Kinchen as a candidate for employment. ShaQuil was employed by Crystals on The Plaza as a Server/ Cashier from Dec. 2017 - Feb. 2019. ShaQuil was responsible for food storage and safety knowledge, supervisory skills, good communication abilities, and teamwork. Sha'Quil was also delegated to work at the checkout areas of restaurant and was responsible for handling transactions fast and accurately with strong numeracy skills, attention to details, customer service orientation, courtesy, and teamwork. Other responsibilities include serving food to customers and are responsible for ensuring an enjoyable dining experience while providing menus, meeting special customer demands, taking orders, bring food to tables, refilling glasses, and cleaning tables, all while emphasizing serving skills, the ability to work in shifts, stamina, courtesy, and good communication abilities.

ShaQuil has excellent communication skills. In addition, he is extremely organized, reliable and computer literate. ShaQuil can work independently and is able to follow through to ensure that the job gets done. He is flexible and willing to work on any project that is assigned to him.

ShaQuil was quick to volunteer to assist in other areas of company operations, as well.

Sha'Quil would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to his background or qualifications, please do not hesitate to email/ call me.

Sincerely,

James Shepherd  
Supervising Manager  
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