

# Kiarah Harris

## SHIPPING COORDINATOR

Atlanta, GA

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Wed @ 10<sup>4</sup>  
11/13

To obtain a position as an administrative assistant, sales or customer services representative in a professional atmosphere where my skills and experience could be used at their full extent and enable growth

## Work Experience

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### SHIPPING COORDINATOR

FLEXIBLE STAFFING OF GEORGIA

February 2017 to August 2018

- Checked daily positive lost sales and send out to email recipients
- Gathered all invoices and credits that the post delivery person provides each day and adjust damages, give any RTV paperwork to for logging, keep up with any other issues that they may give.
- Count aisle variances and investigate, adjust accordingly and adjusted warehouse damage and in-house use.

Counted, investigated and sent out daily shortages, performed the daily Cycle counts by aisle based on the schedules Maintain Cycle count log.

- Work Daily with the Inventory Control Manger to learn all inventory procedures

### FRONT DESK RECEPTIONIST

ORCHID SALON

March 2012 to February 2018

Answer phone calls, note down specific information or record as voice messages, book appointments and ensure

that no calls go unanswered. Responsible to maintain the salon's appearance and ensured customer satisfaction.

- Responsible for restocking and maintaining inventory. Manually calculated sales transactions operating a cash register and balancing out daily.

### LEASING CONSULTANT

CAPITAL SQUARE MANANEMENT

July 2013 to May 2015

Leasing Responsibilities such as offering products and services to prospects, maintaining thorough product

knowledge of the property, sister properties and competitors, assist the property manager in developing and implementing effective marketing strategies to increase property traffic and internet leads, ensure leasing office,

**Multiple Choice**

A

1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

A

2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

C

3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

A

4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

D

5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- d) All of the above

D

6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

D

Scullery

E

Queen Mary

A

Chaffing Dish

B

French Passing

G

Russian Service

F

Corkscrew

C

Tray Jack

A

Metal buffet device used to keep food warm by heating it over warmed water

B

Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

C

Used to hold a large tray on the dining floor

D

Area for dirty dishware and glasses

E

Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F

Used to open bottles of wine

G

Style of dining in which the courses come out one at a time