

Charles Taylor

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Objective

Highly self-motivated and goal-oriented professional, committed to pursuing a long-term career, in a stable and growing organization. Strong work ethic, problem solving skills, computer proficiency, and ability to follow through with projects from inception to completion. Demonstrated achiever with exceptional knowledge of customer service and business practices seeking an entry level positional with an opportunity for advancement.

Education

DEGREE | LECORDON BLEU, DALLAS, TX

SEPTEMBER 2017

- Major: Chef
- Minor: Business
- GPA: 3.87

JUSTIN FL KIMBALL, DALLAS, TX

- High School Diploma
- GPA: 3.3

MAY 2009

Career History & Accomplishments

SODEXO – PLANO, TX

MAY 2019 - PRESENT

ASSISTANCE CHEF

- Provide exceptional customer service, communicates with all customers and team members in a pleasant and professional manner
- Ensure orders are out in an accurate and timely manner
- Taking daily inventory of restaurant products
- Oversee food preparation and production, ensuring food safety procedures are always 100% adhered to
- Trained/Mentored staff members
- Collaborated with Head Chef on menu

OLIVE GARDEN - GARLAND, TX

OCTOBER 2014-APRIL 2019

CULINARY AND SERVICE PROFESSIONAL

- Responsible for proving excellent customer service, communicates with all customers and team members in a pleasant and professional manner
- Overseeing production and making sure customers order is up to quality and leaving kitchen in a timely matter.
- Filling out the Hazard Analysis and Critical Control Points (HACCP), daily production and waste chart
- Trained/Mentored staff members
- Communicated and trained entire staff on upcoming promotions and restaurant changes
- Taking phones calls for To Go orders and Catering including delivery
- Cash Handling and a Key Holder

UNITED STATES POSTAL SERVICE - MCKINNEY, TX

NOVEMBER 2018- MAY 2019

RUAL CARRIER

- Responsible for efficient delivery of mail packages, selling stamps, and handling money orders
- Selected the most efficient routes in compliance with delivery instructions and fuel policy
- Updating editing maps

- A high level of energy with the ability to handle pressure and multi-task

TARGET CORPORATION – DALLAS, TX

SEPTEMBER 2011 – MAY 2019

LOGISTICS/BACKROOM TEAM MEMBER & PERISHABLE ASSISTANT

- Effectively move and displayed merchandise, while maintaining organization in the stock room
- Responsible for inventory control, stock shelves and removes out of date items from shelves inventory
- Proactively worked with distributors and vendors
- Adhered to regulatory, security, and audit procedures
- Communicate with customers and team members in a professional manner

SKILLS

- Hard working teams' player with great communication skills
- Skilled at learning new concepts quickly and working well under pressure
- Communicate ideals clearly and effectively
- Perfect attendance record
- Strong Organizational Skills
- Time Management
- Reporting Skills
- Analyzing Information
- Strong PC skills: Excel, Word, PowerPoint
- Attention to Detail

REFERENCES

Available upon request