

LEVETRA MILLS

Stockton, CA

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Willing to relocate: Anywhere

Authorized to work in the US for any employer



----- WORK EXPERIENCE -----

Manager

The Kebab Shop - TKS - Pleasanton, CA

December 2018 to Present

I open and close, train and schedule.

Delegate tasks do inventory and am responsible for food order. I cashier, prep and work line. Im also able to cut meat, work grill and fryer. Im responsible for safety training, scheduling breaks and lunches. I deal with irate customers and customer complaints.

Manager

Popeye's Restaurants - Manteca, CA

March 2017 to Present

Open and close store ,make deposits, count drawers, ready restaurant for steritech inspection , trak waste, train new employees and keep safe counted.

Manager

Five Guys - Stockton, CA

April 2016 to Present

Manage inventory and order new product

Direct employees through daily routines

Handled any customer complaints, questions and inquires

Accurately made change for cash transactions

Completed shift beginning and end procedures in full

Manager Assistant

Dickey's Barbeque - Concord, CA

February 2010 to September 2016

Bank deposits, safe counting and make change

Count register drawers and assign them

Open and close restaurant

Delegate tasks to all employees

Head Cashier

Grocery Outlet - Concord, CA

May 2014 to August 2016

Schedule breaks
Perform money pulls from registers
Accurately make change and deposits
Del agate tasks to all cahiers



EDUCATION

High school or equivalent in AMT

Alameda college - Alameda, CA
August 1990 to August 1991



SKILLS

- inventory (10+ years)
- training (10+ years)
- retail sales (5 years)
- Scheduling
- Inventory Management
- Team Building
- Microsoft Word
- Operations
- Word
- Payroll



CERTIFICATIONS AND LICENSES

ServSafe

May 2017 to May 2021
Managers Serve Save



ASSESSMENTS

Cooking Skills: Basic Food Preparation — Proficient

January 2020
Preparing food, using cooking equipment, and converting ingredient measurements.