

# Kayla Wynne

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**Objective:** Seeking a position where I can utilize my customer service, office and food service assistant skills where I can meet the needs of the community as well as build growth with the opportunity for advancement.

## Work Experience:

### CasaBlanca Café

July 2019-Current

#### Cook

- Prepare ingredients as well as meals
- Ensure sanitary methods are met
- Assist customers with orders

### Footworks Dance Crew

July 2014-Current

#### Receptionist

- Greet customers
- Assist customers with payments
- Cashier duties
- Conducted new student orientation
- Maintained children files and documents
- Prepared Friday dinner and Saturday snack; maintained a clean area per sanitation methods
- Close and open studio
- Light janitorial work
- Prepare monthly fliers and parent newsletters

### Fortune School of Education

November 2016-November 2017

#### Food Service Coordinator

- Served breakfast, lunch and PM snack to students
- Read and follow the directions on labels, menus and recipes
- Cross train in other areas as directed
- Input daily rosters into database; maintain school cafeteria records and inventory
- Maintain a clean cafeteria per sanitation methods

- Plan, organize and participate in cooking healthy meals
- Setup food serving stations; assist with supervision of students
- Operate a variety of kitchen equipment including warmers and ice chest carts

**Wing Stop**

**July 2014-July 2016**

**Shift Lead**

- Assist customers with orders
- Prepare orders
- Clean work areas, utensils and dishes
- Store food in designated containers per sanitation methods
- Open and close store

**Care Wel-Don**

**January 2009-January 2014**

**Assistant Aid**

- Greet parents
- Assist in preparing meals for students
- Teach students to use touch screen computers and assist with homework
- Teach life skills and manners
- File documents in children's folders
- Lead children through recreational activities and practice safe play
- Utilize CPR when needed
- Ensure a safe environment for the children

**Education:**

**Elk Grove Adult and Community**

**July 2011**

**Diploma**