



ALEX POTEET

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Summary

Dependable professional with experience and well-developed critical thinking, problem-solving and organizational skills. Exceptional communicator and team player trained in operating cash registers and serving customers. Goes above and beyond to serve guests and promote loyalty.

Skills

- Inventory Restocking
- Customer Engagement
- Safe Food Handling
- Menu Memorization
- Order Management
- Beverage Preparation
- Food Preparation
- Teamwork and Collaboration
- Creative Thinking
- Stage Performance
- Live Audience Entertainment
- Professional Demeanor

Experience

AMC Theatres | Santa Monica, CA

Crew Member

08/2023 - Current

- Performed cashier duties such as taking orders, collecting payments and providing change.
- Adhered to health department regulations regarding food handling procedures.
- Greeted customers upon arrival, provided menus and answered questions regarding menu items.
- Answered phone calls promptly to provide accurate information about menu items or prices.
- Cleaned restaurant area by sweeping floors, wiping tables and emptying trash receptacles.
- Provided excellent customer service to maintain a positive atmosphere for guests.
- Resolved customer complaints in a professional manner.
- Maintained organized storage areas for food products, beverages and restaurant supplies.
- Completed opening and closing tasks such as setting up workstations, cleaning surfaces and restocking supplies.
- Assisted in the preparation of food items such as sandwiches, salads and pizzas.
- Maintained an organized work area to ensure efficient operations.

Self Employed | Los Angeles, CA

Magician

01/2013 - Current

- Performed close-up magic tricks at tables for restaurant guests.
- Constructed props used in acts such as boxes or cabinets for escape stunts.
- Developed marketing materials including press releases, flyers, posters.
- Performed a variety of interactive magic tricks involving volunteers from the audience.
- Developed new illusions, sleight of hand magic tricks, and comedic

routines.

Pacific Park Amusements | Santa Monica, CA

Games Attendant

03/2019 - 08/2023

- Greeted guests and provided assistance with game instructions.
- Managed inventory of supplies including tokens, tickets, change cards.
- Assisted with restocking shelves with merchandise such as plush toys, candy.
- Maintained a clean and safe environment, ensuring all safety regulations were followed.
- Encouraged guests to purchase tokens or tickets for additional play time.
- Assisted guests in selecting appropriate games for their age group and skill level.
- Provided customer service by answering questions about game rules, prizes, and other related inquiries.

Scoops Ice Cream | Santa Monica, CA

Ice Cream Server

06/2019 - 12/2022

- Closed shop by cleaning workstations, restocking shelves with supplies, emptying trash cans.
- Provided excellent customer service by responding promptly to customer inquiries and requests.
- Checked expiration dates on products to ensure freshness.
- Provided excellent customer service through friendly interactions with guests.
- Verified accuracy of order before serving it to customers.
- Greeted customers and provided menu information.
- Ensured that all health regulations were followed during food preparation and storage processes.
- Trained new employees on proper food handling techniques and customer service standards.
- Organized ice cream flavors, toppings, syrups, and other ingredients in the work area.

Eddie Brandt's Saturday Matinee | North Hollywood, CA

Video Store Clerk

03/2012 - 07/2016

- Assisted customers in locating specific items within the store or online catalogs.
- Performed regular maintenance checks on equipment used in the video store.
- Rang up merchandise using a point-of-sale system in accordance with established procedures.
- Kept accurate records of transactions including rental dates, payment methods, returned items.
- Ensured that all videos were properly labeled and stored according to their genre or release date.
- Maintained a clean work area to promote safety and efficiency in the store environment.
- Utilized problem solving skills to resolve customer issues quickly and effectively.
- Responded promptly to customer complaints regarding video selection or rental fees.
- Greeted customers and provided assistance with selecting movies and games.

Education and Training

Ulysses S. Grant Senior High School | Van Nuys, CA

High School Diploma

Activities and Honors

- Magic
- Classic cinema
- Monster makeup
- Balloon sculpture

Accomplishments

- Received a raise and Employee of the Month at Pacific Park
- Was acknowledged for my customer service at an AMC powerpoint presentation
- Have received numerous positive guest comments at both Pacific Park and AMC

Certifications

- CA Food Handler's License