

# Christie Jehn

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**Education**    Graduated March 2024

BA Business: Human Resource Management (Capella University)

## Qualifications

- Customer service
- Cash handling and POS systems
- Food safety and sanitation
- Food Handlers Card
- Mast certification
- Multitasking and time management
- Team collaboration

## Work Experience

NW Security & Automation | Tacoma

Administrative Coordinator January 2023-Present

- Work directly with Stakeholders to coordinate scheduling, meeting agendas, and operational support and technical training.
- Resolve routine administrative problem and answer inquiries concerning operations
- Manage all correspondences and communication to executive offices.

Dansons Inc | Fife

Assistant DC Manager February 2019-December 2022

- Utilize conflict resolution coaching techniques to resolve disputes between staff and customers.
- Evaluate revenue, expenditures, and payroll to determine profitability and initiate corrective action where needed.
- Train 16 new employees on company policies and procedures as well as mentoring underperforming employees

Terra Staffing Group | Tacoma

Administrative/Distribution Coordinator January 2017-February 2019

- Develop and implement processes to improve operations.

- Assist in managing performance to meet safety, and quality
- Worked collaboratively with team members with different background and perspectives
- Followed instruction and performed other duties assigned by supervisor

Red Robin | Tacoma

Server March 2016-January 2017

- Greeted customers as they arrived, introduced them to the menu, and announced daily specials.
- Efficiently operate POS systems to input customers' orders, swipe credit cards and enter cash received in the system.
- Ensured tables, serving stations were clean and fully stocked while participating in side work in order to set up team for successful service.

Romana's Macaroni Grill | Columbia MD

Sever March 2014-March 2016

- Served dining guests for lunch and dinner shifts, as well as private parties and catering events, in a fast-paced dining setting.
- Seated diners, took orders, delivered food and beverages accurately efficiently, and with a friendly attitude.
- Memorized daily specials and drinks menu to provide appropriate food and beverage options for guests.

Double-T Diner | Ellicott City MD

Sever May 2012-March 2014

- Delivered efficient service in a high-volume dining environment
- Memorized daily specials and effectively promoted them to enhance sales
- Managed multiple tables, prioritizing tasks to maintain a smooth workflow
- Handled cash and credit transactions processing payments accurately

## References

Sabrina Shandle Current Manager (253)-753-4381

Josh Walker Former Manger (901)378—5978

Rick Knox Former Manager (360)-402-4309