

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 123-1000 • resumesample@example.com

erience maint

oriented operator who takes pride in completing each job on time and according to company standards. Proactive and preventative in maintenance and inventory control. Knowledgeable about spectrophotometer use and color matching. Successful at providing excellent and individualized customer service. Ability to balance multiple tasks at once while still providing excellent service, reaching company goals, and maintaining efficiency.

SKILLS

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- ## EXPERIENCE

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- Conducted ink operations, including verifying in

- Followed industry a

- Used hand held spectrophotometer to measure colors and determine the needed adjustments.
 - Properly handled hazardous waste materials to uphold safety regulations.
 - Examined printed copy for correct ink density, position on paper and registration.
 - Examined and produced specific job orders.
 - Maintained adequate productivity by setting and enforcing deadlines.
 - Met all production schedules and throughput yield targets.
 - Monitored team progress to complete projects within deadlines, including large print jobs and rush orders.
 - Managed ink and printing supplies, placing orders to replenish inventory with two vendors.
 - Managed project schedules to guarantee client and in-house creative and design needs were met on time.
 - Maximized production by operating HP Indigo 6800 and HP Indigo 6900 presses simultaneously.
 - Collaborated with technicians to diagnose equipment breakdowns and address quality issues.
 - Trained and assisted new printing press operators to provide printing output that satisfied customers.

- Answered guest questions r

- Maintained knowledge of menu items, g

- Checked on guests to verify satisfaction with meals and suggested additional items to increase restaurant sales.
 - Resolved customer concerns with friendly and knowledgeable service.
 - Provided exceptional service to high volume of daily customers.
 - Reset tables between guests, including refilling condiments and wiping down all surfaces.
 - Stocked server areas with supplies before, during and after shifts.
 - Completed final preparations of dishes and quickly delivered items to customers.
 - Collaborated with host, bus person and cook to serve up food and beverage options.
 - Prepared salads, appetizers and garnishes to assist kitchen staff.
 - Handled food safely and kept spaces clean to protect customers from foodborne illness and maintain proper sanitation.
 - Set up dining room to meet hospitality and service standards.
 - Relayed orders and special requests to cooks.
 - Communicated with kitchen staff frequently to stay up-to-date on supply availability and potential customer wait times.
 - Operated POS terminals to input orders, split bills and calculate totals.
 - Maintained accuracy while handling payments, giving change and printing receipts to customers.
 - Served in weddings and rehearsal dinners hosted by The Cliffs.
 - Set up tables, photo booths, decorations, linens, tableware, beverage carts, and bar carts.
 - Maintained a full stock of beverages in beverage carts and bar carts.
 - Assisted in golf tournaments hosted by The Cliffs.
 - Served snacks and drinks at the "snack shack" to golfers anytime they desired.
 - Maintained a full stock of food and supplies at the "snack shack".

General Laborer, 06/2014 - 01/2015

Louisiana Machinery Company – Lafayette, LA

- Assessed and inspected turbine blades called "buckets", to keep properly maintained and in service.
 - Safely operated grit blast equipment to set up and prepare area for blasting.
 - Lifted and loaded materials of up to 40 pounds into machines for blasting preparation.
 - Deburred parts with grinders and other necessary tools.
 - Used moment weigh station to weigh, track, and properly pack "buckets".

Sob. A-00011-Cap. B - 09/2014 - 12/2014

Sales Associate, Gun Bar, 09/2014 - 12/2014

- Arranged new merchandise with signage and appealing displays to encourage customer sales and move overstock items.
 - Sold various products by explaining unique features and educating customers on proper application.
 - Answered incoming telephone calls to provide store, products and services information.
 - Helped average of 15 customers per day by responding to inquiries and locating products.
 - Negotiated and closed deals with minimal oversight.

EDUCATION AND TRAINING

High School Diploma: 06/2011

Wilmington Christian Academy - Wilmington, NC