

Pauline H. Keller

80 e 1st Ave | Broomfield, CO 80020 | (235) 594-4599

EMPLOYMENT HISTORY

Food and Beverage Attendant

Billabong Restaurant

Broomfield, CO

June 2011 – Present

Worked under the immediate supervision of the School Food Service Manager. Performed routine manual tasks in the preparation and serving of food and in cleaning and maintaining food service areas.

Major Accomplishments

- Memorized the restaurants wine stock and the meals they should accompany, leading to daily wine sales averaging \$170, which was a 25% than company average.
- Write patrons's food orders on slips, memorize orders, or enter into handhelds for transmittal to the kitchen staff in a 120+ seat restaurant.

Trainee Food Service Worker

Woody's, Scottsdale, AZ

Scottsdale, AZ

January 2008 – May 2011

Coordinated and assisted in serving guests. I was responsible and in charge of the team of waitresses. In this role I trained several new employees up to standard.

Major Accomplishment

- Present menus to patrons and answer questions about menu items, making recommendations upon request in a 70+ seat restaurant.
- Served food and beverages to patrons, and prepared or server specialty dishes at tables required.

Secretary/Administrative Assistant

Raymond Pool Systems

Butte, MT

July 2005 – November 2007

Scheduled and coordinated appointments and events for supervisors. Entered client information and financial data into computer system.

Major Accomplishment

- Implemented a off-the-shelve CRM system, saving the company \$45,000 in the first year of use.

EDUCATION HISTORY

Broomfield Business College, Broomfield, MT

Broomfield, MT

2000 – 2002

Associate of Science in Administrative Assisting

Scottsdale, AZ

1996 – 2000