

**Pauline H. Keller**

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

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**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-shelf 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*