

# Michael Smitte

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## EXPERIENCE

### **Golden Corral, Winston-Salem, NC — Associate Manager**

December 2019 - PRESENT

- Responsible for relationships with five vendors and a variety of contractors.
- Responsible for inventory and management of our meals on wheels program which serves 7 counties in North Carolina.
- Built excel spreadsheets to monitor price changes for food ordering and provide us with accurate cost analysis.
- Responsible for hiring and training members of the restaurant.
- Food safety and sanitation training completed, and proficient.

### **Domino's Pizza, Winston-Salem, NC + Gainesville, FL — Delivery Expert and Insider**

March 2019 - December 2019

- Obtained "Employee of the Month" and "Best Rated Customer Service" awards in under 6 months of employment.
- Trained new employees and drivers to be efficient and procedural.
- Made routing decisions for the team of drivers during busy seasons.

### **ELISA Technologies, Gainesville, FL — Lab and Productions Associate**

October 2017 - October 2018

- Trained to be a flex position and assist in projects in all areas of the lab.
- Trained to handle, clean, and work with most lab equipment.
- Trained in lab safety protocols.
- Passed food testing competency testing, allowing my results to be submitted through the company with their stamp of approval.

### **Burrito Famous, Gainesville, FL — General Manager**

September 2016 - August 2017

- Responsible for hiring and training new staff.
- Responsible for scheduling staff accordingly.
- Obtained Food and Safety Handling and Manager certification.
- Maintained relationships with vendors and companies.

## SKILLS

Experience with Excel, Word, PowerPoint, Outlook, and Social Media.

Build my own computers, and am proficient with their software.

Average typing WPM of 100-120+.

## LANGUAGES

English, and moderate Spanish speaking.

## EDUCATION

### **Merritt Island High School, Merritt Island, FL — *High School Diploma***

Graduated 2012

### **Forsyth Technical Community College, Winston-Salem, NC — *Associates in Arts***

Graduating Summer of 2022

## PROJECTS

### **Produce Bid-Sheet — *Excel spreadsheet for Golden Corral***

I built a spreadsheet that enables me to enter the prices of specific goods into the document. The spreadsheet then compares the prices of each vendor “bid-sheet”, and creates a new spreadsheet that has an inventory listing. This new spreadsheet tells us how much to order, from which vendor, and when to order it.

### **Kitchen Menu — *Spreadsheet building for Golden Corral***

I used a spreadsheet format to build a menu for our kitchen staff to read and understand. The design of the kitchen layout is complex, and I used the box format of the spreadsheet to replicate the layout and build a menu that is easier for the staff to comprehend.

### **Competency Training — *Certification through ELISA Technologies***

I underwent training with certified lab technicians to be able to be considered “competent” with my lab procedures. Competency allows a lab technician to provide the results of a lab or procedure to a customer with the backing of the company in the results.