

# Alex Geddy Klee

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## Professional Summary

Able to learn new tasks quickly and proficient in growing key customer relationships. Represent establishment with friendly, professional demeanor at all times.

## Skills

- Active Listening
- Judgment and Decision Making
- Reading Comprehension
- Customer and Personal Service
- Coordination
- Active Learning
- Time Management

## Experience

Enumerator

July 2020 - October 2020

United States Census Bureau

Kansas City, MO

- Complete daily quota
- Building quick relationship with individuals
- Ask a series of listed questions
- Document and log all events.

Paraprofessional

Jan 2018- Jan 2020

Rainbow Center for Communicative Disorders

Blue Springs, MO

- Complete detailed progress notes for individuals.
- Assist individuals in school work.
- Work cooperatively with physical, occupational, and speech therapists.

- Collaborate with colleagues to integrate new activities.
- Assist individuals with independent tasks.
- Document daily events, health information, and incidents.
- Work directly with students to accommodate special academic needs.
- Provide assistance to special education students with a variety of disabilities.

Line cook

Aug 2017- Dec 2017

Price Chopper

Blue Springs, MO

- Maintain sanitation, health, and safety standards in work areas.
- Clean food preparation areas, cooking surfaces, and utensils.
- Verify that prepared food meets requirements for quality and quantity.
- Cook and package batches of food, such as hamburgers and fried chicken, which are prepared to order or kept warm until sold.
- Prepare specialty foods such as pizzas, fish and chips, sandwiches, and tacos, following specific methods that usually require short preparation time.
- Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles.
- Read food order slips or receive verbal instructions as to food required by patrons, and prepare and cook food according to instructions.
- Measure ingredients required for specific food items being prepared.
- Clean, stock, and restock workstations and display cases.
- Cook the exact number of items ordered by each customer, working on several different orders simultaneously.
- Wash, cut, and prepare foods designated for cooking.
- Mix ingredients such as pancake or waffle batters.
- Pre-cook items such as bacon, to prepare them for later use.

Prep cook

Jul 2017- Aug 2017

PT's Family Diner

Oak Grove, MO

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Line cook

Apr 2017-Jul 2017

Bob Evans

Blue Springs, Mo

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Lead cook

Sep 2016- Apr 2017

Hy-Vee

Blue Springs, MO

- Clean, cut, and cook meat, fish, or poultry.
- Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.
- Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.

- Monitor use of government food commodities to ensure that proper procedures are followed.
- Direct activities of one or more workers who assist in preparing and serving meals.
- Wash pots, pans, dishes, utensils, and other cooking equipment.
- Compile and maintain records of food use and expenditures.
- Bake breads, rolls, and other pastries.
- Train new employees.

Line cook

Nov 2015- Apr 2016

Main Event

Independence, MO

- Maintain sanitation, health, and safety standards in work areas.
- Clean food preparation areas, cooking surfaces, and utensils.
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- Prepare specialty foods such as pizzas, fish and chips, sandwiches, and tacos, following specific methods that usually require short preparation time.
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Line Cook

May 2015- Nov 2015

Applebee's

Blue Springs, MO

- Maintain sanitation, health, and safety standards in work areas.
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- Prepare specialty foods such as pizzas, fish and chips, sandwiches, and tacos, following specific methods that usually require short preparation time.
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- Pre-cook items such as bacon, to prepare them for later use.

Manager

Dec 2014- Feb 2015

Taco Bell

Blue Springs, MO

- Make daily prep lists.
- Open every morning.
- Take customer orders, clean the lobby.
- Work at any station that was understaffed for the day.

Line cook

Apr 2013- Dec 2014

Taco Bell

Blue Springs, MO

- Clean food preparation areas, cooking surfaces, and utensils.
- Maintain sanitation, health, and safety standards in work areas.
- Verify that prepared food meets requirements for quality and quantity.
- Cook and package batches of food, such as hamburgers and fried chicken, which are prepared to order or kept warm until sold.
- Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles.
- Clean, stock, and restock workstations and display cases.
- Take food and drink orders and receive payment from customers.
- Cook the exact number of items ordered by each customer, working on several

## Education

GED

Mar 2013

Valley View High School

Blue Springs, MO