

Olivia G. Reed

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Harvest, Oxford, NC— Waitress & Cashier

--August 5, 2022- PRESENT--

Provide full care to all guests

Take and fulfill meal orders

Maintain customer satisfaction throughout dining experience (including drink refills and miscellaneous requests)

Perform food running, table clean up, and basic set up/cleaning duties

Assist with training new employees as assigned

Take and fulfill call-in, and in-store ToGo orders.

Open and close front end of the restaurant.

Perform cashier and customer service duties.

Clearview Church, Henderson, NC— Nursery Leader

Leading/taking care of children (0 to 4 years of age) and performing basic cleaning activities. (January 2016 - PRESENT)

Clearview Church, Henderson, NC— AWANA Assistant Leader

--January 2016 - PRESENT--

Leading children grades 3rd- 4th and providing teaching and supervision.

CATO, Oxford, NC— 2nd Assistant Manager

--May 2, 2022- August 3, 2022--

Perform cashier and customer service duties.

Clean and organize store merchandise, and arrange clothing displays.

Assist customers in purchasing, returns, layaways, and exchanges.

Provide full care to all guests; including assisting customers in finding clothing and accessories, helping customers in the fitting rooms, and helping customers order items.

Work on unloading truck.

Cracker Barrel Old Country Store, Henderson, NC — Waitress

--October 2020-June 5, 2021--

Provide full care to all guests

Take and fulfill meal orders

Maintain customer satisfaction throughout dining experience (including drink refills and miscellaneous requests)

Perform food running, table clean up, and basic set up/cleaning duties

Assist with training new employees as assigned

Take and fulfill online, call-in, and in-store ToGo orders

Skills:

Strong multitasker

Strong Communication

Adobe Illustrator

CSS

HTML5

Figma

Wireframing

A team player

Solid work ethic

A fast and willing learner

Good at public relations

Good with children

Creativity skills

Responsible with a high level of integrity

Flexible schedule

Education:

Wake Tech Community College

(online) — student

Degree: enrolled in Web Designer Associate's Degree

Oxford Prk Academy, Oxford, NC — student

Graduated July 2021

Curricula: College Preparatory