

# Amanda Kennedy

## **General Manager**

Potts Camp, MS 38659

[amandakennedy294\\_x3i@indeedemail.com](mailto:amandakennedy294_x3i@indeedemail.com)

+1 870 589 3607

Motivated food serving professional with 5+ years food and beverage experience in Fast Food. Experienced manager with excellent client and project management skills. Action- oriented with strong abilities to communicate effectively with technology, executive, and business audiences

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

---

### **General Manager (GM)**

Domino's - Holly Springs, MS

February 2020 to April 2021

Motivated food serving professional with 5+ years food and beverage experience in Fast Food. Experienced manager with excellent client and project management skills. Action- oriented with strong abilities to communicate effectively with technology, executive, and business audiences

### **Co-General Manager**

Domino's - Oxford, MS

April 2019 to February 2020

.

### **CUSTOMER SERVICE REPRESENTATIVE/ ASSISTANT MANAGER**

DOMINOS - Wynne, AR

March 2017 to February 2019

Running the registers and taking orders both at the front desk and the drive-thru windows. Being able to run the pizza line and the pizza oven. Running shifts that consist of up too fifty employees, making sure everything ran in orderly fashion while also performing along with my coworkers.

### **ASSISTANT MANAGER**

WENDY'S - Oxford, MS

October 2015 to January 2016

Explained information about the quality, value and style of products to Influence customer buying decisions. Operated a cash register to process cash, check and credit card transactions. Took necessary steps to meet customer needs and effectively resolve food or service issues. Recorded customer orders and repeated them back in a clear, understandable manner. Resolved guest complaints promptly and professionally. Served orders to customers at windows, counters and tables.

### **SHIFT TRAINING MANAGER**

WENDY'S - Corinth, MS

July 2013 to September 2013

Took necessary steps to meet customer needs and effectively resolve food or service issues. Recorded customer orders and repeated them back in a clear, understandable manner. Correctly received orders, processed payments and responded appropriately to guest concerns. Promptly reported complaints to a member of the management team. Served fresh, hot food with a smile in a timely manner.

## **CREW**

WENDY'S - New Albany, MS  
March 2013 to July 2013

Correctly received orders, processed payments and responded appropriately to guest concerns. Served fresh, hot food with a smile in a timely manner. Communicated clearly and positively with co-workers and management. Served orders to customers at windows, counters and tables. Packaged menu items into bags or trays and placed drink orders into carriers. Properly portioned and packaged take-out foods for customers. Mastered Point of Sale (POS) computer system for automated order taking.

## **CREW MEMBER/SHIFT MANAGER**

WENDY'S - Wynne, AR  
June 2012 to March 2013

As a crew member my responsibilities included; cleaning food preparation areas, cooking surfaces, and utensils. Maintained a neat, well-groomed appearance including impeccable personal hygiene, hair restraint and minimal jewelry that met company standards. Followed all established restaurant practices and procedures. Took initiative to find extra tasks when scheduled duties were completed.

## **CASHIER**

TWINKLE TOES CONSIGNMENT - Wynne, AR  
September 2008 to March 2013

Computed sales prices, total purchases and processed payments. Recommended merchandise based on customer needs. Operated a cash register to process cash, check and credit card transactions. Guided customers in choosing items that reflected personal style and shape. Explained information about the quality, value and style of products to influence customer buying decisions. Answered customers' questions and addressed problems and complaints in person and via phone. Opened and closed the store, which included counting cash drawers and making bank deposits. Maintained visually appealing and effective displays for the entire store.

## **HOME HEALTH NURSE**

WENDY'S - Wynne, AR  
August 2012 to February 2013

Observed and documented patient status and reported patient complaints to the case manager. Read and recorded temperature, pulse and respiration. Massaged patients and applied preparations and treatments, such as liniment, alcohol rubs and heat-lamp stimulation. Assisted with adequate nutrition and fluid intake. Planned, prepared and served meals and snacks according to prescribed diets. Performed household tasks such as laundry, dusting, washing dishes and vacuuming. Facilitated games and other activities to engage clients. Positioned residents for comfort and to prevent skin pressure problems. Assisted with transferring residents in and out of wheelchairs and adaptive equipment.

## **Retail Sales Associate**

TWINKLE TOES CONSIGNMENT - Wynne, AR  
May 2009 to September 2010

Read stories to the children and taught them painting, drawing and crafts. Employed a variety of materials for children to explore and manipulate in learning activities and imaginative play. Created an infant area, toddler area and preschool area of play within the daycare. Offered detailed daily reports that outlined each child's activities. Carefully monitored children's play activities. Incorporated music and art activities to encourage creativity and expression. Sparked creativity and imagination by helping children discover new things each day. Communicated with children's parents and guardians about daily activities, behaviors and problems.

### **RECEPTIONIST/ SALESPERSON**

SHERWOOD AUTO PLAZA - Sherwood, AR

June 2008 to July 2008

Ran the receptionist area which included greeting visitors and responding to telephone and in-person requests for knowledgeable material. Upheld the front desk in a neat and organized manner. Provided an up-to-date department organizational chart. Distributed incoming mail to correct recipients throughout the office. Made copies, sent faxes and handled all incoming and outgoing correspondence. Organized files, developed spreadsheets, faxed reports and scanned documents. Was in charge of the day-to-day calendar for the company's senior director. Received and distributed faxes and mail in a timely manner.

## Education

---

### **HIGH SCHOOL DIPLOMA**

WYNNE SENIOR HIGH SCHOOL

May 2009

## Skills

---

- cash (10+ years)
- Cash handling (10+ years)
- Excellent Communication Skills (10+ years)
- Excellent multi-tasker (5 years)
- multi-tasker (10+ years)
- Key Holder (8 years)
- Retail Management
- Restaurant Management
- Assistant Manager Experience
- Management
- Profit & Loss
- Toddler Care
- Restaurant experience
- Computer literacy
- Supervising experience
- Budgeting
- Store management

- Customer service
- Microsoft Access
- Windows
- Kitchen Management Experience
- Shift Management

## Certifications and Licenses

---

### **ServSafe**

October 2019 to October 2024

### **Drivers License**

### **Home Health Aide**

## Additional Information

---

### SKILLS

- Excellent multi-tasker
  - Restaurant management
  - Neat, clean, and professional appearance
  - Comfortable standing for long time periods
  - Customer and service oriented
  - Excellent Communication Skills
- 
- Cash handling ability
  - Reliable team worker
  - Reliable and punctual
  - Well use of Point of Sale Systems
  - Great computer skills