

STEPHANIE MILLER

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EXPERIENCE

Esto Country Store & Cafe, Jamestown KY - Cook/Waitress

November 2017 - PRESENT

Waited tables as customers came in. Cooked food at customers request. Seated tables. Cleaned tables. Prepped and prepared food. Greeted and handled customers with a friendly and positive attitude. Maintained a fast working pace, while taking care of customers. Demonstrated knowledge of the house menu, daily specials, and added items. Knowledge sets include, dinner, drinks, food, and prepared food.

Jax's Cool Convenience, Russell Springs KY - Cashier/Cook

April 2016 - November 2017

Waited and served customers as they came in the store, with a friendly and positive attitude. I opened, closed, prepared, and maintained a clean kitchen while working. I ensured that food quality and cleanliness met federal regulations. I ordered and requisitioned supplies such as food, vegetables, or other things needed for the kitchen. I also created decorative food displays and made certain that all food was up to par.

Watkin's Vision Center, Russell Springs KY - Administrative Clerk

April 2014 - December 2015

Greeted and met with all patients in a friendly and professional manner. Used accounting software to record, store, and analyze information. Processed payroll and overtime for employees: and then gave to the doctor. Debited, credited, and totaled accounts on computer spreadsheets and databases. Maintained regular contact with patients; scheduled appointments, canceled appointments, and entered in all information pertaining to each patient. Proficient in Excel, Word, e-mail; as I have worked with all programs.

SKILLS

Accounting Software
Cooking/Waitressing
Database Administration
Human Resources
Payroll Processing
Policy Analysis
Pricing
Working with public daily
Computer Software

AWARDS

Gold Seal Diploma
4.0 GPA
Graduated with Honors

LANGUAGES

English

EDUCATION

Russell County High School, Russell Springs KY — *Gold Seal Diploma, 4.0 GPA*

2006

Studied General Education and took Honor Classes