



Kalli
Putt

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(223)-333-0881

Lebanon, Pennsylvania 17042

Summary

- Highly- motivated employee with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills.
- Adept at working effectively unsupervised and quick to master new skills.
- Outgoing student pursuing flexible part-time employment with weekend and evening shift options.

Skills

- Team Collaboration
- Organization and time management
- Flexible and adaptable
- Active listening
- Calm under pressure
- Excellent verbal communication
- Experienced in Microsoft Word, Excel, GitHub, Visual Studio Code, and other software

Education and Training

High School Diploma

Cedar Crest High School

115 E Evergreen Rd, Lebanon, PA 17042

Graduation – May 2025

Associate of Computer Software Engineering Technology

Thaddeus Stevens College of Technology

750 E King St, Lancaster, PA 17602

Graduation – May 2027

Experience

Burger King

Crew Member / Lebanon PA / 8/2023 to Current

Greet customers upon arrival, provide a menu, and answer questions regarding menu items or Kiosk (self-order taker)

Provide excellent customer service to maintain a positive atmosphere for guests.

Professionally resolve customer complaints.

Perform cashier duties such as taking orders, collecting payment, and providing change.

Sweep floors, wipe tables, empty trash receptacles, and keep the restaurant neat and clean throughout the shift, including the lobby, front counter, and restrooms.

Maintain organized storage areas for food products, beverages, and restaurant supplies, and stock areas with condiments, napkins, and other necessities.

Follow all safety guidelines when operating equipment such as slicers, fryers, and Hoppers and adhere to health department regulations regarding food handling procedures.

Kohl's

Seasonal Sales Associate / Lebanon, Pa / 11/2024 – 1/2025

Provided excellent customer service at the front counter, handling returns, processing checkouts, and assisting with inquiries.

Promoted and encouraged customers to sign up for Kohl's Rewards and Kohl's Credit Card programs, explaining benefits and incentives.

Activities and Accomplishments

Martial Arts

Actively Volunteering at my church

Gardener / Houseplant keeper

Multi-species pet owner

Principal's list (honor roll) in high school

Treasurer in Byte Club in high school

Member of Students for Christ Club in high school

Member of Women in Trades and Technology Club in college

Resolved customer concerns and complaints professionally to ensure satisfaction and loyalty.

Maintained a clean, organized front counter area to create a welcoming shopping environment.

Operated cash registers to process payments accurately and efficiently, including cash, credit, and gift card transactions.

Assisted with store organization by folding and restocking clothing during slower periods.

Supported team efforts to meet sales goals and deliver a positive shopping experience for customers during the peak holiday season.

Languages

English:

Native/ Bilingual

Java (Programming):

Professional

HTML (Programming):

Professional

JavaScript (Programming):

Professional

German:

Limited

C++(Programming):

Limited

CSS (Programming):

Professional