**Jennifer M Terry**16400 NE Las Brisas Ct. #36

Portland, OR 97230   
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**SKILLS SUMMARY**

* Possess outstanding communicational and interpersonal skills and abilities
* Nine years of experience in the field of food industry
* Extremely encouraging to handle the multiple assigned tasks and additional activities
* Proficient in handling diverse customers or clients in order to improve the business
* Complete knowledge and understanding regarding business management and restaurant activities
* Skilled in managing the inventory and stock sector for availability of products
* Competent in handling various Microsoft programs, including Word and Excel

**WORK EXPERIENCE**

**Papa Murphy’s, Portland, OR January 2004 – July 2012**

**Manager**

* Monitored the daily and additional activities of the restaurant, and maintained their efficiency
* Looked after the daily, monthly, and annual financial records in order to plan the annual budget programs
* Supervised the food preparation zone, and looked after the hygiene, quality of food served to the customers
* Handled the recruitment of the staff members, and efficiently handled the training modules and procedures
* Planned and executed the marketing and promotional skills and techniques in order to enhance the food business
* Communicated effectively with employees, customers, and upper management.
* Handled customer complaints and vendor issues.

**Papa Murphy’s, Sparks, NV June 2003 – December 2003**

**Assistant Manager**

* Operated cash register and ensured high standards of customer service
* Supervised the work of 10 staff members, and organized the stocks, and other important equipment
* Maintained service times, balanced tills and secured money and store
* Looked after the company policies, and procedures, and supervised the cooking zone, maintained the hygiene of the restaurant for health and safety regulations