

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 📞 (555) 432-1000,

✉️ resumesample@example.com 🔗

SUMMARY

Customer-oriented fast food worker with deep experience with POS systems, food preparation and safety regulations. I am highly efficient at preparing food orders quickly while greeting all customers and managing the cash register accurately. Adaptable warehouse picker with extensive experience in material handling, inspections and shipping and receiving. Focused on continual process improvement and cost reduction. I am also familiar with all aspects of logistics, shipping and receiving and general warehouse operations.

HIGHLIGHTS

Fast learner Friendly Communication
Skills Computer Skills Customer Service
Skills Leadership Skills Organizational
Skills Research and Planning Skills
Interpersonal Skills Safety-oriented
Neat, clean and professional
appearance Comfortable standing for
long time periods Shipping and receiving
skills Reliable and punctual

ACCOMPLISHMENTS

Obtaining Raises at previous Jobs and working in different departments within the company. Obtained my high school diploma. Attending and completing various college courses.

EXPERIENCE

CHEF

11/2015 to CURRENT

Signature Healthcare | Taylorsville, KY,

Served fresh, hot food with a smile in a timely manner. Resolved guest complaints promptly and professionally. Served orders to customers at windows, counters and tables. Cut and chopped food items and cooked on a grill or in fryers. Packaged menu items into bags or trays and placed drink orders into carriers. Operated large-volume cooking equipment such as grills, deep-fat fryers and griddles. Accurately measured ingredients required for specific food items. Mastered Point of Sale (POS) computer system for automated order taking. Carefully maintained sanitation, health and safety standards in all work areas. Frequently washed and sanitized hands, food areas and food preparation tools. 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. Worked well with teammates and openly invited coaching from the management team. Took initiative to find extra tasks when scheduled duties were completed. Quickly unloaded product shipments and stocked freezers.

WAREHOUSE PICKER/STOCKER

03/2015 to 07/2015

Marcus Corporation | Green Bay, WI,

- Maintained accurate stock records and schedules.
- Selected products for specific routes according to pick sheets.
- Supervised material flow, storage and global order fulfillment.
- Unloaded, picked, staged and loaded products for shipping.

CREW MEMBER

02/2013 to 11/2013

Dairy Queen 39th Ave | City, STATE,

- Dairy Queen - Gainesville, Florida.
- I've done everything from opening the store with one other co worker at 8 am in the morning to closing the store at 11 pm.
- almost every night.
- I've also worked several double shifts throughout my time there.
- My experience is generally cashier & line cook
- customer service based.
- Daily cleaning duties

EDUCATION

Associate of Science | Medical Coder and Billing

2015

Santa Fe College, Gainesville, Florida

GPA:

Medical Coder and Billing. Health Information Management. 3.7 GPA. Earning my certification.

High School Diploma | General
Buchholz High School, Gainesville, FL

2011

GPA:
Obtained my High school diploma in 2011.

SKILLS

Warehouse worker, Cashier, Line Cook, Closing,
Communication Skills, Interpersonal Skills,
Customer Service Skills, Leadership Skills,
Organizational Skills, Fast learner, Research, Very
Friendly, Adaptable.