

- Personal Information

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Name: Felicia Thomas

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- Profile

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I think in terms of results and objectives. I believe in always going the mile in achieving the companies goal in ensuring the company meets it's goals and it's standards are kept. I have a proactive attitude and find positive ways to stimulate and engage with people. I am a Team Player. I am enthusiastic, and I work with decisiveness and conviction.

- Education

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Diego Martin Central Secondary School

2007 - 2009

Office Administration III

Electronic Document Preparation and Management III

Diego Martin Junior Secondary School

2004 - 2007

- Work Experience

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**OLD STREET CAFE (2017-2018) Assistant Manager**

- Managing the whole business

- Assisting in interviewing and Training new staff
- Making calls to suppliers to restock business
- Entering quantities to data base
- Opening and closing of business place
- Ensuring cash is locked away in safe at all times

#### **Carol's Tasty Treats Cafe (2015-2017) Cashier**

- Ensuring customers always received correct change
- Cleaning business place in a timely manner
- Always makes sure chillers are stocked

#### **Pizza Hut Roxy (2014-2015) All Rounder**

- Hostess - dealing with reservations and customers seating
- Cashier - front of house dealing with customers as they enter the take out, as well as making sure they get there order on time and correctly and ensuring they received correct change
- Expenditure - ensuring dine in and take out customers get the correct order
- Pizza maker - making pizzas as orders comes in, stocking up station and cleaning as I go
- Pasta maker - making all pastas that's customers order
- Dough maker - mixing and prepping of doughs, timing it to make sure it rises properly in heater
- Delivery personnel - answering phones and taking orders from customers

#### **Sonnyboyz Hotspot (2012-2014) Cashier**

- Receiving payments from customers and ensuring they receive correct payment as well as order

**Ebbs Variety Store (2010-2011) Sales Clerk**

- Helping customers with there request for stocks
- Restocking of shelf
- Ensuring business are always clean as well as shelves

**Royal Castle (2009-2010) Kitchen Assistant**

- Prepping and frying of chicken and fries
- Hobbies

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Playing Pan

Volleyball