

Mary Hooker

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PROFESSIONAL SUMMARY

Organized individual with exceptional communication skills committed to promoting high standards while maintaining company values.

Experience

Server, Bokamper's Sports Bar & Grill; Fort Lauderdale, FL ~ November 2018 – present

Responsibilities:

- Perform opening and closing duties
- Keep restaurant clean and organized
- Ensure quality service
- Promote repeat clientele

Dental Assistant, Tony D. Hooker Oral & Maxillofacial Surgery; Memphis, TN ~ 2009 - 2018

Responsibilities:

- Assist during surgery
- Hand instruments
- Administer anesthesia
- Prepare patients for surgery
- Clean and sanitize rooms before and after each patient
- Document dental care services by charting in patient records

Bartender, Railgarten; Memphis, TN ~ July 2017 - June 2018

Responsibilities:

- Maintain a clean and organized environment
- Provide quick and efficient service
- Cash handling
- Communicate effectively with cooks and servers
- Remain knowledgeable on items offered

Barista, Otherlands Coffee Bar and Exotic Gifts; Memphis, TN ~ July 2016- April 2017

Responsibilities:

- Create handcrafted beverage and food for guest
- Cash handling including preparing deposits for bank
- Kept work productivity high and fellow employees on task
- Survey and maintain product availability

Sales Executive, JMI Edison; Tamuning, Guam ~ August 2015-March 2016

Responsibilities:

- Visit neighboring hospitals on and off island to promote business
- Maintain current clientele satisfaction
- Sourcing and quoting any and all medical supplies for interested parties
- Constant Vendor/Client communication via email and phone

Server, Houston's Restaurant; Memphis, TN ~ April 2013- May 2015

Responsibilities:

- Clean and inspect gallery equipment, kitchen appliances, and all work areas
- Performed other tasks as assigned by management
- Attended pre-shift meetings to prepare for large parties and reservations
- Rectified guest complaints quickly and efficiently

Skills & Abilities

- Excellent communication skills
- Detail and goal-oriented
- Creative thinking and problem solving
- Ability to create strong workplace relationships
- Capable of adapting to ever-changing environment
- Ability to properly prioritize tasks

Education

Oklahoma Christian University 2009-2010

Delta State University 2010-2011

Germantown High School 2009 Graduate