***Cadorra Leggett***

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**QUALIFICATIONS**

* Excellent communication, interpersonal and organizational skills
* Positive outlook, self-confidence and determination
* Capable of adapting to new and challenging situations and eager to accept new responsibilities
* Able to interact effectively with diverse populations
* Proficient in Word and PowerPoint



**EDUCATION**

Urban League Greater Hartford, Hartford, CT

**Medical Administrative Assistant Training**

**Certificate** 2011

Weaver High School, Hartford, CT

**Diploma** 2008



**WORK EXPERIENCE**

MacDonald’s, Rockville, CT 2011- Present

**Customer Service/Cashier**

* Open and close register
* Answer phones
* Greet customers and explain menu choices
* Prepare checks that itemized and total meal costs and sales taxes.
* Accept payment

Hunt& Leibert (Westaff) 2010-2010

**Receptionist**

* Answered multiple phone lines
* Scheduled mediation meetings
* Greet clients
* Transferred calls

Dunkin Donuts, Windsor, CT 2009-2010

**Crew Member**

* Greeted guests and prepared their orders
* Used Point of Sale system/cash register to record the orders and compute the amount of the bill
* Demonstrated a complete understanding of menu items and explained it to guests accurately
* Adhered to proper food handling, safety and sanitization standards while preparing and serving food
* Exhibited a cheerful and helpful manner when dealing with guests

Aramark, Hartford, CT 2006-2009

**Shift Leader**

* Maintained kitchen work areas, equipment and utensils in clean and orderly condition
* Stocked supplies such as food and utensils in serving station, cupboard, refrigerators and salad bars
* Prepared checks that itemized and totaled meal costs and sales taxes
* Presented menus to patrons and answered questions about menu items and made recommendations