**Cameo L. Highsmith**

**22 Hopkins Drive**

**Newington, CT 06111**

**(860) 655-1546**

**Objective**

To make a positive contribution to the successful results of a major company.

**Skills**

* Typing: 55 wpm
* Computer skills include Word, Excel, PowerPoint, Mail Merge, and Internet research
* Strong organizational skills
* Extremely productive in a high stress environment

**Employment History**

**Rainforest Cafe, West Hartford, CT**

**Pantry Cook/ Certified Trainer 2007-Present**

* Responsible for all salads and dessert orders
* Handled mixing machines and deli slicers
* Did prep work for the station
* Cleaned and sanitized my station and equipment
* Opened and closed my station
* Became a certified trainer for the Pantry Station

**Bath and Body Works, West Hartford, CT**

**Sales Associate, 2009-2010**

* Restocked products
* Helped customers find the right product for their needs
* Cashiered
* Attended meetings concerning new products
* Helped redesign the store when needed

**TGI Friday's, Newington, CT**

**Cook/Hostess, 2005-2007**

* Responsible for orders containing fried food, salads, desserts, soups, and sandwiches
* Prep work
* Greeted and seated people
* Handled to-go orders
* Answered phones to assist customers order food and other needs
* Served food when necessary
* Cleaned and sanitized my stations and equipment

**Chuck E. Cheese's, Newington, CT**

**Cook, 2004-2006**

* Responsible for all food orders
* Prep work for the entire kitchen
* Handled mixing machines and an automatic dough rolling machine
* Served food when necessary
* Cleaned and sanitized the kitchen and equipment

**Education**

2008 Associates in Science; Social Services

Capital Community College

2012 Bachelor of General Studies; Human Services

University of Connecticut