

# Margaret Reeve

Leander, TX 78641

[margaretreeve315@gmail.com](mailto:margaretreeve315@gmail.com)

512.660.8001

To professionally grow through gained knowledge from education, work, and life experiences.

Authorized to work in the US for any employer

## Work Experience

---

### **Team Member**

SHIPLEY DO-NUTS - Cedar Park, TX

October 2019 to Present

- Answers to phone calls accordingly scheduling pickup orders and making sure they are ready before arrival
- Manages large groups of people performing outstanding customer service in working swiftly and efficiently
- Always maintains a friendly and courteous manner to customers and coworkers around me
- Making myself a reliable worker ready to come in a few minutes early and when needed
- Keeping a mental list of orders and duties to carry out

### **Team Member**

Freshii - Cedar Park, TX

November 2019 to February 2020

- Used teamwork and communication skills to make the restaurant run smoothly
- Restocked and organized all of the supplies, and made sure they were in the right place

### **Library Services Assistant**

Austin Community Library - Leander, TX

June 2019 to October 2019

- Updated and maintained data entry and information using Office Online and Microsoft Word
- Organized and used the number system to make sure all books were put back in the correct place to make it easier to find
- Stayed at the front desk to provide information to help customers
- Checked in and out books
- Processed and delivered incoming and outgoing mail
- Checking every five to ten minutes online for any book holds to that a customer requests to check out when they come by
- Monitored inventory of library supplies and appearance

### **Sales Associate and Customer Service**

Patchouli Joes - Leander, TX

August 2019 to September 2019

- Made sure all the books were shelved in alphabetical order and by genre

- Helped with the grand opening and the ribbon-cutting ceremony
- Kept track and checked off a list of incoming inventory to make sure everything ordered
- Used strong interpersonal skills in helping customers find what they need

### **Customer Service Team Member**

Tropical Smoothie - Cedar Park, TX

July 2018 to August 2019

- Coordinated pickups from customer call-ins and delivery services
- Managed a crowd of customers on almost a daily basis
- Made delicious food and smoothies for customers to enjoy

### **Event Day NPO Volunteer**

RS3 / Cedar Park Entertainment Center - Cedar Park, TX

June 2018 to July 2018

- Concessions Food Preparation and serving
- Order processing and cashier/register duties
- Inventory Restock
- Clean up and closing procedures

## Education

---

### **Diploma**

New Hope High School - Leander, TX

June 2018

## Skills

---

- Cashier
- Learning management system
- Lms
- Learning management
- Workflow

## Links

---

<http://ail.com>

## Certifications and Licenses

---

### **Food Handler**

October 2019 to October 2021

A certification showing that I know how to handle food responsibly and in a sanitized way.

## Assessments

---

### **Customer Focus & Orientation — Highly Proficient**

February 2020

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/fa90449994c6ab42ba227a739907faeceed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/fa90449994c6ab42ba227a739907faeceed53dc074545cb7)

### **Reliability — Proficient**

October 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/f87da339a3b7e3d0a8fe6907face1263eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/f87da339a3b7e3d0a8fe6907face1263eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

---

Working Skills Digital Cashier/Register, IE/Chrome, Google Suites, Library Workflow Resource Management, LMS  
(Learning Management System)