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Website: <https://jlette5m.github.io/>

- Developed a reputation for expert knowledge of company operations. Maintained impeccable standards, ensuring shifts ran smoothly. Monitored both sales and suggestive selling results. Assisted employees on proper food safety, cleanliness, and presentation procedures as both a coach and a leader.
- Actively assisted with interviewing, hiring, training, and developing new employees. As the service manager: actively demonstrated great hospitality while teaching it as well.
- Demonstrated excellent eye for detail, including: making sure restaurant supplies were always working and in good repair, ensuring that employees had the correct tools and proper equipment to do their job. Followed up to communicate any other store needs with the proper channels.
- Actively monitored the store cleanliness in a wide variety of areas: kitchen, restrooms, dining areas, gaming sections, etc. On a daily basis, maintained kitchen back storage areas daily to keep them neat and organized as well.

- Monitored and assisted with additional maintenance type duties such as: dusting difficult-to-reach areas, cleaning air vents, window and awning cleaning.

### **CEC Entertainment**

#### **Kitchen: AM Dough Production / Cook / Cashier-AM Prep / Team Leader**

2004 - 2008

- Was responsible for the preparation of more than 70% of the weekly pizza dough needs. Followed proper temperature/holding guidelines to make dough, set up a make table and sandwich table, operated a mixer and oven, hand-bunned dough into different portion sizes, and operated a rollout machine to form pizza crusts.
- Prepared pizzas, sandwiches and other side dishes, following specific company standards for presentation, both accurately and properly. Switched between tasks quickly without falling behind.
- Assisted with pizza topping and salad bar food prep. Prepared a wide variety of items for pizzas and the salad bar: fruits and vegetables and some canned goods. Properly prepared, rotated and dated food items in order to avoid waste.
- Responsible for cleaning kitchen equipment and work areas. Maintained district-wide reputation for cleanest kitchen.
- Assisted with putting away truck deliveries, along with checking that products are correct.

### **Hotel Housekeeper**

2004

#### **The Clarion Inn**

- Actively and enthusiastically supported staff during busy football season in the fall, instantly gaining reputation as a fast worker.
- Willingly took on extra assignments: cleaned and restocked restrooms for the dining area each morning prior to beginning regular housekeeper shift.

### **Education**

#### **Child Nutrition and Cooking (Online Coursera Course)**

Coursera Course: University of Stanford (2016)

#### **Certificate in Computer Programming in Information Systems**

State University of New York at Farmingdale (2001-2003)

#### **Business Communication**

Course at Suffolk Community College in Brentwood, NY (2002)