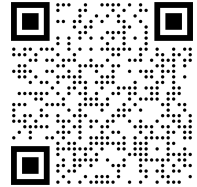


Laura Isabelle Leahy

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PROFESSIONAL EXPERIENCE

European Street Cafe

2024- Current

Server

- Make sure food and drink orders are promptly delivered and accurately ordered.
- Make appetizers in the kitchen.
- Side work and closing, for example making tea, restocking ice and other essentials, do dishes, taking out the trash, and cleaning as needed.
- Perform bartending duties when the bartender is busy.
- When working cashier position I answer calls for take out, restock cookies and cakes, and cash out customers.

Seven Brew

2023

Barista

- Crafted a variety of coffee and caffeinated beverages and took drive through orders while engaging customers and giving excellent service.

Fernandez Trail Lawyers.

2022-2023

Receptionist

- Answered and directed phone calls
- Greeted guested
- Performed tasked as needed by the attorneys and paralegals.
- Drafter documents and wrote summaries on depositions.

Starbucks, Ponte Vedra, FL

2019 - 2022

Barista

- Accepted, relayed, and prepared orders from bar to kitchen to customers by quickly and accurately recording and preparing guest selections into register
- Managed inventory levels of goods to ensure adequate stock levels and efficient fulfillment of orders
- Oversaw new hires and trainees to establish standard processes and procedures uniformly across various teams and shifts
- Entrusted with registering and recording cash flow logs, assisting with x-out and z-out procedures and communicating daily financial performance and operations to corporate
- Regularly ensured upkeep of location by bussing tables, cleaning store front and dining area, and re-organizing furniture and fixtures for special events or people with disabilities
- Effectively listened to, understood, and assisted with guest complaints or concerns and addressed all issues promptly
- Provided friendly and attentive service in a professional and engaging manner

Chinese Food Place, Jacksonville, FL

2015 - 2019

Delivery Driver

- Lead delivery driver entrusted to complete order deliveries to customers
- Effectively planned out and dispatched orders with utmost efficiency to ensure orders were delivered quickly

Steak & Shake, Jacksonville, FL

2014 - 2015

Server

- Responsible for serving eight to ten tables per shift. Generally worked the lunch to dinner hours.
- Developed strong ability to accurately record customer orders, clearly communicate to kitchen and fulfill customer satisfaction
- Strong ability to multitask and remain organized during peak dining periods

Vicar's Landing, Ponte Vedra, FL

2010 - 2011

Server

- Responsible for serving eight to ten tables per shift. Generally worked dinner hours.
- Learned importance of working with and caring for customers with special needs and disabilities
- Earned Vicar's scholarship for outstanding performance

EDUCATION

Florida State Community College, Jacksonville, FL
2022

Anticipated Graduation

Ponte Vedra Highschool, Ponte Vedra, FL
High School Diploma

2011

Skills and Technology

- Proficient in Microsoft Office and various social media marketing platforms
- Quick learner who can effectively adapt to various environments
- Customer Focused, organized, and efficient multi-tasker
- Reliable and flexible worker, eager to achieve strong results
- Friendly and caring individual who works well within a team