

## BARISTA

### Summary

Motivated food serving professional with 10+ years food and beverage experience in casual and fine dining. Experienced in taking food orders, operating cash registers and safely handling food while checking for proper temperatures. Highly efficient at preparing food orders quickly while greeting all customers and managing the cash register accurately.

### Highlights

- Reliable and punctual
- Cash handling
- Reliable team worker
- Proven leader
- Neat, clean and professional appearance
- Comfortable standing for long time periods
- Delivers exceptional customer service
- Excellent multi-tasker

### Accomplishments

Recognized by peers and management for going above and beyond normal job functions. Routinely helped as many as 70-100 customers every 30 minutes each day in a high-volume retail outlet. Consistently exceeded daily sales targets with an average of \$11,000 in sales each day.

### Experience

#### BARISTA

December 2011 to Current Space Needle 1/4 Seattle, WA

Accepted payment from customers and made change as necessary.

Assisted co-workers.

Attempted to limit problems and liability related to customers' excessive drinking

Checked the quantity and quality of received products

Cleaned and maintained the beverage area, display cases, equipment, and order transaction area

Cleaned and prepared various foods for cooking or serving

Cleaned bars, work areas, and tables

Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash

Responsible for daily set up of three stations.

Kept drink stations clean and ready for service

Loaded dishwashers and hand-washed items such as milk crafts, whipped cream crafts, brewers, knives, espresso machine.

Located items requested by customers

Performed dishwasher duties

Performed serving, cleaning, and stocking duties in establishments

Prepared and served hot and cold beverages

Prepared coffee-based and other beverages on request; serve prepared pastries and other food items

Prepared items on station assignment list

Stocked and rotated products, stocked supplies, and paper goods in a timely basis

Stocked cabinets and serving areas with condiments, and refilled condiment container

Stocked supplies in serving stations, cupboards, refrigerators

Took beverage orders from serving staff or directly from patrons

Used all food handling standards

Measured ingredients required for specific food items being prepared

Web designer (entry level)

January 2011 to August 2011 Lkq Corp 1/4 Randolph , MA

- Website development, Trained in Adobe Photoshop CS4, Dream weaver, Durpal, Adobe Acrobat, Audio and Video to DVD/ Editing, Mac and PC Repairs, Printing/ Posters, Software Instruction, Multimedia Workshops, business cards, flyers, graphics.
- Designed unique print materials, including advertisements, brochures and logo designs.
- Prepared layouts and drawings in compliance with established templates and design standards.
- Collaborated with a team of designers to offer improvements and direction on others' projects.

Cashier

March 2009 to October 2009 Dak Americas 1/4 Richmond , IN

- Operated a cash register to process cash, check and credit card transactions. fluff machine,
- Maintain store displays
- Described merchandise and explain operation of merchandise to customers.
- Computed sales prices, total purchases and processed payments.
- Recommended merchandise based on customer needs.
- Explained information about the quality, value and style of products to Influence customer buying decisions.

Youth Counselor (elementary)

June 2008 to September 2009 Lkq Corp 1/4 Slippery Rock , PA

- Organized activities that developed children's physical, emotional and social growth.
- Redirected children to encourage safe, positive behaviors
- .Helped facilitate indoor and outdoor play and keeping the classroom clean.
- Physically and verbally interacted with children throughout the day.Made nutritious snacks and meals for 20-30 children.
- Established and maintained a safe play environment for the children.
- Monitored children's play activities to verify safety and wellness.
- Coordinated field trips to local parks, fire stations and zoos.
- Monitored educational progress by keeping detailed individual charts and files.

SORTER

February 2007 to October 2007 Silverspot Cinemas 1/4 Naples , FL

- Sort worthy merchandise from poor quality merchandise.
- Lift 25-70lbs totes, pricing, forklift, stocking, maintained work space.
- Participated in customer service classes.
- Unloaded, picked, staged and loaded products for shipping.
- Followed proper selection procedures as established by the company.
- Transported goods from racks, shelves and vehicles.
- Worked at a rapid pace to meet tight deadlines.

CASHIER

October 2006 to December 2006 County Of Lake, California 1/4 Lake County , CA

- Greet and serve customers, operated cash register, barista bar, bread slicer, espresso machine.
- Accepted payment from customers and made change as necessary.
- Assisted co-workers.
- Checked the quantity and quality of received products
- Cleaned and maintained the beverage area, display cases, equipment, and order transaction area
- Cleaned and prepared various foods for cooking or serving
- Cleaned bars, work areas, and tables
- Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash
- Managed preparation and presentation of the desserts for all catered events.
- Greeted customers in the restaurant or drive-thru, took and rang up orders, handled payment and thanked customers
- Kept drink stations clean and ready for service

CONCESSION

November 2005 to June 2006 Century Movie Theatre 1/4 City , STATE

- Accepted payment from customers and made change as necessary.
- Checked the quantity and quality of received products
- Cleaned and maintained the beverage area, display cases, equipment, and order transaction area
- Cleaned and prepared various foods for cooking or serving
- Cleaned bars, work areas, and tables
- Performed serving, cleaning, and stocking duties in establishments
- Portioned and wrapped food

- Prepared items on station assignment list
- Stocked cabinets and serving areas with condiments, and refilled condiment container

#### Office Assistant

September 2002 to August 2005 Mayor's Youth Education Employment Program 1/4 City , STATE

- Maintained the front desk and reception area in a neat and organized fashion.
- Data entry, filing office paper work Proficient in Microsoft office applications Word, excel, access, PowerPoint.
- Designed electronic file systems and maintained electronic and paper files.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Managed the day-to-day calendar for the company's senior director.
- Received and distributed faxes and mail in a timely manner.
- Managed daily office operations and maintenance of equipment.

#### Education

High School Diploma : GENERAL EDUCATION , 2006 LIFE LEARNING ACADEMY 1/4 City , State GPA: GPA: 3.0

Exceptional in Microsoft office software programs, Word, Publisher, Outlook, Excel, PowerPoint, Access, Human resources, college math. GPA: 3.0 train in culinary arts, Business 101, served on student council, photography, gardening, life skills, and job readiness.

Associate of Applied Science : CRIMINAL JUSTICE HEALD COLLEGE OF SF 1/4 City , State , USA

Continuing education in CRIMINAL JUSTICE

Legal Studies coursework

Coursework in Juvenile Justice and Deviance in Society

Coursework in Communications, Criminal Law and Public Administration

#### Skills

COMPUTER SOFTWARE: Adobe Acrobat, Adobe Photoshop, arts, ATM, Audio, business cards, cash register, council, customer service, customer Service training, Data entry, POS Debit/ATM, Dream weaver, DVD Editing, fax, filing, graphic DESIGN, Access, Excel, Microsoft office applications, Microsoft office software, Outlook, PowerPoint, Publisher, Word, Multimedia, copy machine, photography, Posters, pricing, quality, Repairs, sales, telephone, Video, Website development, Workshops