

# Kiara Williams

Mankato, MN

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## Work Experience

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### **Truck Driver**

Hermel wholesale food service - Mankato, MN

June 2015 to Present

I load items from the cooler on to the truck and deliver the packages based on the order of the list.

### **Warehouse Worker**

Hermel wholesale food service - Mankato, MN

March 2015 to Present

I pick and package orders out of the warehouse for our customers.

### **Sous chef**

STAR FIRE RESTAURANT - Waseca, MN

April 2015 to June 2015

Inspect and clean food preparation areas, such as equipment and work surfaces, or serving stations to ensure safe and sanitary food-handling practices.

- Portion, arrange, and garnish food, and serve food to waiters or patrons.
- Prepare relishes and hors d'oeuvres.

### **Teacher**

MINNESOTA LANDSCAPE ARBORETUM - Chaska, MN

June 2004 to September 2013

Plan project arrangements or outlines, and organize material accordingly.

- Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, or to review administrative procedures and event progress.
- Organize registration of event participants.

### **Customer service**

MINNESOTA LANDSCAPE ARBORETUM

June 2004 to August 2013

Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.

- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills.

### **Chef**

MINNESOTA LANDSCAPE ARBORETUM - Chaska, MN

June 2004 to April 2013

Plan menus according to employers' needs and diet restrictions.

- Create and explore new cuisines.
- Plan and prepare food for parties, holiday meals, luncheons, special functions, and other social events.

### **Flower arranging Photographer**

UNIVERSITY OF MN - Minneapolis, MN

June 2002 to June 2006

Confer with clients regarding price and type of arrangement desired and the date, time, and place of delivery.

- Trim material and arrange bouquets, wreaths, terrariums, and other items using trimmers, shapers, wire, pins, floral tape, foam, and other materials.
- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Demonstrate the importance of healthy eating and gardening, saving the vegetables that was grown for harvest and snacks

### **Gardening**

UNIVERSITY OF MN - Minneapolis, MN

June 2001 to June 2006

Inspect completed work to ensure conformance to specifications, standards, and contract requirements.

- Plant or maintain vegetation through activities such as mulching, fertilizing, watering, mowing, or pruning.
- Tour grounds, such as parks, botanical gardens, cemeteries, or golf courses, to inspect conditions of plants and soil.

### **Flower Delivery**

UNIVERSITY OF MN - Minneapolis, MN

June 2001 to August 2002

Measure, space, and set saw blades, cutters, and perforators, according to product specifications

- Stamp products with information such as dates, using hand stamps or automatic stamping devices.

## **Education**

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### **High School Diploma**

OSSEO SENIOR HIGH - Osseo, MN

June 2009

## **Skills**

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Microsoft office, Powerpoint, Excel

## Additional Information

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- Patience.
- Attentiveness
- Clear Communication Skills
- Time Management Skills
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions