

# RAYNA WILLIAMS

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## EXPERIENCE

**2017-2019**

**ASSISTANT GENERAL MANAGER, TACO BELL**

Acted as the kitchen manager with full responsibility as well as the front end of the restaurant. Manage daily restaurant operations with a focus on flawless execution, increasing profit and enhancing the guest experience. Profit and loss, food cost and inventory management as well as hiring and training employees.

**2015 -2016**

**PRODUCE CLERK, SPROUTS**

The job was to oversee the produce department to ensure quality and freshness and cooperate with other departments to maintain sufficient stock levels and correct pricing. Customer service in the form of greeting and accommodating customers that satisfied and met their needs.

**2011 – 2013**

**SHIFTLEAD, MCDONALDS**

Responsible for daily shift execution for all departments in the restaurant ensuring that guests have the best possible experience. Interacting with customers and able to resolve any issues that occur. Delivering fast friendly service for all customers by ensuring all team members are always encouraged to do their best by their leader.

**2009 – 2011**

**CART BARN EMPLOYEE, LONE TREE GOLF COURSE**

The objective of my job was to clean the golf carts, park and charge them. Make sure they are ready for use. Make sure the driving range was free of balls and made sure to stock the ball machine always. Keep the practice area clean for all the players.

## EDUCATION

**MAY 2011**

**DIPLOMA, VALOR CHRISTIAN HIGH SCHOOL**

Received a sportsmanship awards and athletic achievements. Played golf and made varsity every year. Went to state for the 4A championship for girls' golf for my junior year and made top 20. I also did well in school and had a GPA of 3.0.

## **SKILLS**

- Interpersonal skills
- Problem solving
- Proficient in Microsoft Office
- Leadership
- Goal oriented
- Excellent communication skills
- Time management
- Team building

## **ACTIVITIES**

I am passionate about drawing, golf and animals. I have been involved in my church's food bank drive for years as well as helping out in different events that the Salvation Army Center has hosted. In high school I did community service work through habitat for humanity as well.