

# Tia Taylor

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Authorized to work in the US for any employer

## Work Experience

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### **Acting District Manager**

Easy Spirit and nine west shoes

January 2015 to March 2020

Payroll, bank deposits, scheduling, customer service and etc

### **Acting District Manager**

Gymboree and Janie and Jack kids store

January 2015 to March 2020

Bank deposits, Payroll, Scheduling, Customer service and etc

### **Manager/Pastry and Culinary**

Maggiano's Little Italy-United States

January 2011 to December 2014

Payroll -Scheduling-Expo station -checking-in shipments and orders -training new employees and etc.

### **Manager**

Darden Restaurants-Dallas, TX

January 2005 to December 2010

Payroll and Scheduling -Bank Deposits-etc

Order Produce and Food and supplies and etc

## Education

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### **Pastry Arts and culinary arts (Associate's degree)**

January 2003 to June 2005

### **Restaurant Management (Associate's degree)**

January 2003 to June 2005

### **Business Management (Bachelor's degree)**

Community College

January 1998 to June 2002

**Upper secondary education**

**Bachelor's degree**

**Associate's degree**

**Degree**

## Skills

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- Cash management
- Pricing
- Phone call management
- Sales
- Detecting counterfeit currency
- Interpersonal skills
- Food processors
- Culinary experience
- Computer operation
- Phone inquiries
- Food service workstation sanitization
- Assistant Manager Experience
- Microsoft Office
- Productivity software
- Training & development
- Pie preparation
- Order entry
- Payment verification
- Customer communication
- Staff training
- Purchasing
- OSHA
- Numeracy
- Sourcing
- Mobile devices
- Open communication (faculty and staff relations techniques)
- Restaurant management
- Wine knowledge
- HIPAA
- Kitchen experience
- Correspondence management
- Adaptability

- Typing
- CPR
- Appointment scheduling
- Manufacturing company experience
- Achieving sales targets
- Makeup application
- Hospitality
- Filing
- Food mixers
- Load & unload
- Retail sales
- Client interaction via phone calls
- Insurance verification
- Store Management Experience
- Receiving shipments
- Fashion retail
- Procurement
- Product management
- Staff scheduling
- Teamwork
- Café
- Coffee experience
- Upselling
- Hospitality management
- Outdoor work
- Maintaining an organized workspace
- Grilling
- Food & beverage industry
- Retail management
- Employee Orientation
- Management
- Conflict resolution
- Heavy lifting
- Cash register operations
- Making change
- Record keeping
- Frying
- Kitchen grills
- Cooking
- Basic math

- Phone etiquette
- Retail math
- Stocking
- Supervising experience
- Merchandising
- Cashiering
- Chef de cuisine experience
- Warehouse management system
- Computer skills
- Kitchen ovens
- Inventory records
- Food service management
- Beauty & cosmetics sales
- Customer support experience within retail industry
- Dispatching
- Food production
- Baking
- Retail warehouse supervision experience
- Merchandising display arrangement
- Customer relationship building
- Refund processing
- Safety standards in production
- Slicing (cutting method)
- Cost management
- Microsoft Word
- Google Calendar
- Guest services
- Clean workspace maintenance
- Fine dining experience
- Picking & packing
- Store management
- Casual dining experience
- Accounting systems
- Attention to detail
- Payment processing in food service
- Catering
- Coffee shop
- Cash handling machinery
- Team management
- Beverage preparation

- Food handling
- Unloading
- Financial management
- Chopping vegetables
- Quick service & fast food restaurant
- macOS
- Warehouse management
- Retail sales transactions
- Report writing
- Staffing management
- Cake decorating
- Cost control
- Food allergen awareness
- Spanish
- Warehouse experience
- Warehouse supervisor experience
- Profit & Loss
- Customer support experience within hospitality industry
- Information management
- Shipping & receiving
- Restaurant experience
- Greeting customers
- Clerical experience
- Espresso coffee making
- Administrative experience
- Donut preparation
- Food service inventory management
- Combi ovens
- Client relationship management
- Manufacturing warehouse supervision experience
- Basic knife skills
- Sales follow-up
- Convenience store experience
- Inventory control
- Employment & labor law
- Communication skills
- Data collection
- Banquet Experience
- Boiling cooking technique
- Inventory management

- Leadership
- Bar management
- Payment card processing
- Managing patient records
- Operations management
- Food hygiene
- Conflict management
- Data entry
- Food supply stocking
- Client invoicing
- Flat-top griddles
- Knife skills
- Food service
- Food safety
- Technical Proficiency
- Kitchen management
- Manufacturing
- Recruiting
- Security
- Bussing
- Suggestive selling
- Business intelligence
- Serving
- Microsoft Outlook
- Busser experience
- Client relationship development
- Order taking
- Experience in non-profits
- Customer service
- Cash handling
- Skincare
- Food industry
- Organizational skills
- Kitchen Management Experience
- Excel data analysis
- Jewelry sales
- Grocery store
- Office management
- Sanitation
- Meal preparation

- Windows
- Managing hospitality teams
- Human Resources
- Research
- Team development
- Packaging
- Manual transmission
- Food preparation
- Blenders
- Cold brew coffee making
- Overseeing training
- Event planning
- Pre-cooking preparation
- POS
- Depositing cash
- Multi-line phone systems
- Handling customer inquiries
- Product demos
- Menu planning
- Baked goods
- Deep frying
- Food safety management
- Analysis skills
- Maintenance task scheduling
- Time management
- Communication with kitchen staff
- Microsoft Excel
- Business analysis
- Claims documentation review
- Office experience
- Assistance experience within finance industry
- Balancing cash drawers
- Cleaning
- Revel POS
- Customer inquiry handling

## Languages

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- Bilingual
- English

## Certifications and Licenses

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**Guard Card**

**CPR Certification**

**Food Safety Certification**

**Food Handler Certification**