

Experience

Haile Village Bistro

January 2013-January 2014

Server

- Greet customers, provide customers with suggestions and Chef's specials of the day, speak clearly, quickly identify and handle problems, listen and respond to requests, and follow up to ensure complete satisfaction.
- Quickly and accurately place orders. Accurately answer all questions about cooking methods, menu items, specials and prices. Skilled in essential psychical functions of job.
- Experienced with POS software, working with a team, and completing assigned tasks in a timely manner.

August 2012-2013

Assistant Teacher

Millhopper Montessori School

- Work with school staff to create and implement educational lessons for the students *Discuss assigned duties with classroom teachers in order to coordinate instructional efforts*
- Ensure students understand classroom lessons by utilizing a variety of methods including lectures, discussions and role-playing methods *Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.*
- Create and supervise games and activities that emphasize physical, mental and social development *Organize and supervise games and other recreational activities to promote physical, mental, and social development.*

August 2009-August 2012

Circulation Assistant

Lawrence W. Tyree Library

- Answer routine inquiries, and refer patrons in need of professional assistance to librarians.
- Take action to deal with disruptive or problem patrons.
- Perform clerical activities, such as answering phones, sorting mail, filing, typing, word processing, and photocopying and mailing out material.

August 2007-2009

Assistant Manager

Goodwill Industries

- Provides customer service in a positive, professional and courteous manner.
- Compliance to all Sales Division procedures and agency policy and procedures.
- To assist manager in the daily operations of assigned retail store.

Education

Associates of Arts Degree in Agriculture

Santa Fe College

Bachelors in Media and Society (currently enrolled) University of Florida

References

References are available upon request