**Lee Mento** 1507 West Chester Road

Coatesville, PA 19320

(610) 716-1001

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**Objective**

To work and grow in a professional environment where my experience, skills, creativity and knowledge can be put to the best of use.

**Education**

**Bachelors of Arts in Sociology** *Immaculata University*

**Diploma** *Immaculata, PA* 2008 - 2014

**Experience**

**Office / Operations Manager***Pronto Bistro* 2011 – Present

*Thorndale, PA*

* Assist owner with various different projects; travel if necessary
* Train and mentor co-workers, new hires
* Accounts Payable; write checks, balance accounts, and filing for various vendors
* Payroll; Coordinating payroll with PayChex
* Daily use of QuickBooks in accordance to payroll and accounts payable
* Create menus and promotional materials using InDesign software
* Maintain a positive attitude and demeanor while in a fast-pace atmosphere
* Demonstrate high quality Customer Service.

**Waitress***Pronto Bistro*  2009 - 2011

*Thorndale, PA*

* Informed customers of daily specials
* Prepared tables, including setting up items such as linens, silverware and glassware
* Stocked service areas with needed supplies
* Collected payment from customers
* Excellent customer service skills – People oriented with superb interpersonal skills
* Sales and Marketing Skills
* Tolerance – Excellent stamina, able to multi-task, professional attitude – work ethics

**References available upon request**