

Resume 425

Objective:

Highly-motivated, dedicated, and results-driven professional to secure a position with your company utilizing my skills, training, and experience

Summary of Qualifications:

- Skilled in providing excellent customer service in retail, hospitality and additional work environments; catering to customers wants and needs while rectifying all customers' complaints or issues to the satisfaction of the consumer.
- Operates credit card readers, POS systems, and cash registers, cashing-out customers' purchases, returning exact change, and maintaining balanced drawers.
- Strong communications, math, analytical, and problem-solving skills
- Multi-tasks effectively, learns new systems quickly, and completes all assignments on time or ahead of schedule
- Familiar with using computers, Windows, MS Office, Internet research, and email
- Works well independently or collaboratively in a team environment

Professional Experience:

06/21 – Pres.

Housekeeper

Wingate by Wyndham, Niagara Falls, NY

- Prepare rooms for meetings and arrange decorations, media equipment, and furniture for social or business functions.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met.
- Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Replenish supplies, such as drinking glasses, linens, writing supplies, and bathroom items.
- Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampoos.

01/18 – 01/19

Team Member

KFC, Lockport, NY

- Communicate with customers regarding orders, comments, and complaints
- Scrub and polish counters, steam tables, and other equipment, and clean glasses, dishes, and fountain equipment
- Wrap menu item such as sandwiches, hot entrees, and desserts for serving or for takeout.
- Perform cleaning duties such as sweeping, mopping, and washing dishes, to keep equipment and facilities sanitary.
- Prepare and serve cold drinks, or frozen milk drinks or desserts, using drink dispensing, milkshake, or frozen custard machines.
- Select food items from serving or storage areas and place them in dishes, on serving trays, or in take-out bags.
- Communicate with customers regarding orders, comments, and complaints.