

Resume 430

OBJECTIVE

Dependable and highly motivated professional to secure a position with your company utilizing my skills, training, and experience.

SUMMARY OF QUALIFICATIONS

- Over 5 years' experience providing reception, customer service, and hostess, in a variety of settings; Answers multi-line phones, taking messages or routing callers to appropriate personnel, and operates most office equipment
- Possesses excellent communications, interpersonal, organizational, math, analytical, and problem-solving skills
- Safety-conscious worker, complies with all OSHA rules and regulations
- Multi-tasks efficiently, learns new systems quickly, and completes all projects/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

11/2020 – 04/2021 **Front end Manager /Hostess**

Yawekon by Chef Tawnya Brant, Ohsweken, ON

- Greeted guests and seat them at tables or in waiting areas
- Controlled inventories of food, equipment, and liquor, and report shortages to designated personnel
- Performed various financial activities, such as cash handling, deposit preparation, and payroll
- Answered telephone calls and respond to inquiries or transfer calls
- Spoke with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation
- Served food or beverages to patrons, and prepare or serve specialty dishes at tables as required
- Stocked service areas with supplies such as coffee, food, tableware, and linens

11/2018 – 07/2020 **Machine Operator**

Grand River Enterprises, Ohsweken, ON

- Set up and operate machines to manufacture cigarettes
- Started machines and turn handwheels or valves to engage feeding, cooling, and lubricating mechanisms
- Observed machine operation to detect workpiece defects or machine malfunctions, adjusting machines as necessary
- Performed minor machine maintenance, such as oiling or cleaning machines, dies, or workpieces, or adding coolant to machine reservoirs

09/2016 – 04/2018 **Receptionist**

Ogwadeni:deo (Child and Protective Services), Ohsweken, ON

- Greeted persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations
- Scheduled appointments and maintain and update appointment calendars
- Processed and prepared memos, correspondence, travel vouchers, or other documents
- Scheduled space or equipment for special programs and prepare lists of participants
- Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer
- Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities

Education and Certifications

Executive Office Assistant Diploma

Trillium College, St. Catharines, ON