

# Resume 707

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## OBJECTIVE

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

## SUMMARY OF QUALIFICATIONS

- Over 10 years' experience in providing uncompromising highest standards of customer service in a variety of settings, including retail, hospitality, banking, and housing, assisting customers with their product/service requirements and selections, offering intelligent solutions customized to individual needs, securing agreements and deposits, and resolving issues to their complete satisfaction
- Establishes rapport quickly with a diverse customer population, recognized for personal and professional integrity, cultivating and maintaining positive interpersonal relationships, and collaborating to develop mutually beneficial solutions through interactions with teams, managers, and customers
- Trains new personnel upon supervisor requests, delegating orders to gauge comprehension of job duties and responsibilities, monitoring all work activities for quality, expediency, and safety, conducting performance evaluations, and consulting with upper management for employee status/progress reports.
- Dedicated, hard-working, on-time for any project, multi-tasks effectively, learns new systems quickly, and completes projects/assignments on-time or ahead of schedule
- Familiar with using computers, Windows, Internet research, and email
- Works well independently or collaboratively in a team environment

## PROFESSIONAL EXPERIENCE

2021 – 2021

### ***Overnight Baker***

Tim Hortons, Williamsville, NY

- Apply glazes, icings, or other toppings to baked goods, using spatulas or brushes.
- Place dough in pans, molds, or on sheets, and bake in production ovens or on grills.
- Set time and speed controls for mixing machines, blending machines, or steam kettles so that ingredients will be mixed or cooked according to instructions.
- Check the quality of raw materials to ensure that standards and specifications are met.
- Check equipment to ensure that it meets health and safety regulations, and perform maintenance or cleaning, as necessary.

2008 – 2016

### ***Stock/Order Filler***

R&P Pools, Tonawanda, NY

- Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases.
- Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Determine proper storage methods, identification, and stock location, based on turnover, environmental factors, and physical capabilities of facilities.

## EDUCATION

### ***High School Diploma***

*Leonardo da Vinci, Buffalo, NY*