

ENTERED

Laura Shelton

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Authorized to work in the US for any employer

WORK EXPERIENCE

Club Manager

Elks Lodge Winona - Wino - April 2005 to September 2013

Responsibilities

Opening and Closing of the Club

Maintained clean and friendly work environment

Trained staff

Maintained inventory and ordered stock as required

Maintained checks and balance on daily sales

Served customers in a timely and friendly manner

Skills Used

Planned and organized fundraisers, weddings, and private events

Demonstrated excellent organizational and time management skills

Responsibly and confidentially maintained personnel files, keeping current information relating to performance and salary status

Screened job applications, assisted board in hiring workers, and recommended promotions, and dismissals

Prepared and presented profit and loss statements

Balanced and deposited all daily business transactions

Maintained and organized inventory; received merchandise and ordered stock as required

Senior Center Coordinator

Salvation Army Senior Center - Racine, WI - March 1996 to June 2000

Responsibilities

Overseen all operations of Senior Center and Staff

Skills Used

Coordinated events for area seniors

Planned and prepared afternoon meals

Worked with all matters of senior advocacy groups to assist area seniors

Provided transportation program for senior needs

Managed the daily operation of recreational facilities

Prepared, edited, and provided a monthly newsletter and calendar of events

Waitress/Hostess/Cashier

Sunshine Restaurant - Kenosha, WI - February 1993 to April 2000

Responsibilities

Took all food and beverage orders and delivered them in a professional and timely manner

Ran cash register

Seated customers and ensured satisfaction with establishment, service, product, and staff

Skills Used

Replenished all food, condiments and general supplies

Provided coverage for staff in their absence

Demonstrated outstanding customer service, responding to customer needs and addressing concerns to ensure total satisfaction

Extended excellent customer service in taking both food and beverage orders and delivering orders