

12/28 11am

LaTandra Watts

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To obtain a position with a company that is committed to providing the means needed for growth and development within the company.

Work Experience

General manager

Burger King - Rochester, MN

October 2018 to Present

Assistant GM

Burger King - Rochester, MN

August 2018 to July 2019

55904

- Hired and dismissed employees.
- Efficiently trained new employees
- Truck order and inventory
- Opened and closed the store
- MS excel for product management
- Worked head set, front counter and drive Thru
- Change orders

- Interviewed possible new employees
- uniform ordering
- Cash counting before and end of shift
- experience working with social workers for special needs employees

Front Desk Agent

Hampton Inn and Suites by Hilton - Rochester, MN

July 2018 to October 2018

55904

- Making reservation
- Answering calls
- Assisting with housekeeping when needed

Front Desk Agent/ Night Auditor

Staybridge Suites - Rochester, MN

August 2017 to October 2018

55901

- Making reservations
- Answering multiple calls
- Stocking and organizing the mini store
- Breakfast

- Assisted Housekeeping
- Bartend the social hour
- experience with third party collection
- Use of Opera software

Education

High school or equivalent

Skills

- Front Desk
- Customer Service
- Reception
- Guest Service
- Front Office