

Amber Tolboe

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Focus Statement

To work in a high-volume establishment with the opportunity for growth.
To utilize my skills in providing excellent customer service, hospitality, and teamwork.

Skills and Strengths

Forklift Certified and able to operate a yard dog.
Over 10 years of experience working in fast paced environments.
Hands on experience with high volume
Highly skilled in overseeing operations and achieving set goals.

Leadership Skills

Good organizational skills and the ability to multitask
Proven ability to hire, select and train the right candidates for each position
Able to set an example of professional behavior amongst peers
Excellent communication skills

Experience

Warehouse Support 2019-Current

*Admiral Beverage Corporation
Pleasant View, UT*

Responsible for safely operating forklifts and other utility vehicles around pedestrians and tight spaces. Review the schedule to ensure the supplies will be available. Communicate with others about the needs for the day. Load and unload trailers. Move trailers to and from the docks.

Flex Material Handler 2018 - 2019

*Schreiber's Foods
Smithfield, UT*

Responsible for safely operating forklifts and other utility vehicles around pedestrians and tight spaces. Review the schedule to ensure the supplies will be available. Communicate with others about the needs for the day. Load and unload trailers. Move trailers to and from the docks.

Server/ Bartender 2014 - 2018

*Padre Murphy's
Glendale, AZ*

Responsible for serving food and beverages to guests, and for monitoring the bars environment by constantly altering its temperature, lighting, music and TV channels. Duties; provide excellent customer service while preparing cocktails, clean, and stock.

Floor Supervisor 2012 - 2014

*Shoe Carnival
Riverdale, UT*

Leader of a team driven to deliver exceptional customer service in a fast paced and constantly changing retail environment. Responsible for hiring and training new employees. Ensure banking is managed efficiently and cash and receipts are reconciled. Managed weekly inventories. Monitored product availability levels throughout the day and replenished stocks to ensure 100% availability.

Server 2010 - 2012

*Iggy's Sports Bar and Grill
Ogden, UT*

Responsible for serving food, beverages, and cocktails to guests while providing excellent customer service. Clean and stock after shift.

Cashier/Shift Lead 2006-2010

*Carl's Super Saver Store
Ogden, UT*

Handled cash and provided customer service. Responsible for cleaning and stocking areas as well as ensuring accuracy of money till. Promoted within the first 6 months of employment.

Server 2002 - 2008

*Denny's
Ogden, UT*

Serve food and beverages to guests while providing excellent customer service. Clean and stock after shift.

Education

Washington High School, Class of 2004 - Ogden, UT
Colorado Technical University, 2013-2014 - Online