

Autumn Groover

Susquehanna, PA 18847

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Outgoing, enthusiastic, and dedicated individual. Experienced in many trades and willing to learn. Background experience with children, disabled elderly, customer service, and cash flow.

WORK EXPERIENCE

Community Habilitation Specialist

Johnson City, NY -

2018-04 - Present

- Work with Mentally Disabled individuals on goals that are set for them.
- Teach the individuals how to be more independent at home and in the community

Manager/Bartender

Bundy's Place - Susquehanna, PA -

2017-07 - Present

- Engaging and communicating with customers
- Reconciling Cash drawers
- Basic computer skills for keeping up-to-date paperwork (designed menu for restaurant, time sheets, etc.)
- Work well with a team, also comfortable working alone.
- Multitasking between different customer needs
- Participated in bar incentives and contests to drive sales and promote business.

Cashier/Customer Service

Benson Brothers - Susquehanna, PA -

2016-02 - 2017-07

- Trained new employees
- Built customer relationships
- Communication with customers and scheduling oil deliveries
- Stocked inventory
- Multitasking- by managing oil and personal accounts/received payments for both accounts

Waitress/ Cook

Oakland Corner Pub - Oakland, PA -

2015-09 - 2016-01

- Great customer relations
- Trained new cooks and waitresses

- Cooked and delivered food with friendly and fast service
- Helped in the bar area or wherever help was necessary

Public Partnership LLC - Susquehanna, PA -

2009-02 - 2014-04

- Helped bathe, cooked meals, set up a daily routine and appointments for 2 elderly females.
- Making sure all necessary tasks were finished to the best of my abilities

Student Aid

Susquehanna Community School District - Susquehanna, PA -

2013-08 - 2014-03

- Overseen students' study halls and lunch periods
- Made sure the children were behaving properly and following the rules
- Helped the children when needed with homework or other problems they seen fit to speak with me about.

EDUCATION

Associates in Human Services

University of Phoenix

2015-03

ADDITIONAL INFORMATION

Skills:

- Works well with others and under pressure.
- Exceptional person and communication skills.
- Upbeat, friendly, and a positive attitude.
- Reliable and responsible.