

Taylor Balfe

Rochester, MN 55906

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I love working with and around people. I love to face new challenges and I adore hard to reach goals.
Authorized to work in the US for any employer

WORK EXPERIENCE

Dispatcher/Customer Service

Med City Taxi - Rochester, MN - 2017-07 - 2017-09

Assist customers with getting to and from Rochester international airport with taxi and shuttle, answering phone calls as well as open and close via company policy

Server

Kahler grand - Rochester, MN - 2017-05 - 2017-06

Seat guests, answer phones, and assist servers as needed. also run room service and to go orders; open and close store per company policy and owner wishes; and follow Minnesota liquor sale laws; assist bartender when needed

Video Repair Representative

Charter Communications - Rochester, MN - 2016-06 - 2017-03

Answer phones to assist customers with troubleshooting needs and to add or remove services; assist customers with making and editing technician appointments; also assist with explaining billing and giving payment options such as giving directions to local offices and taking payments over the phone and also helping all customers over the phone to the best of my ability per company policies

Hostess/Server

Thyme - Rochester, MN - 2014-09 - 2016-03

Responsibilities

Seat guests, answer phones, and assist servers as needed. also run room service and to go orders; open and close store per company policy and owner wishes; help set up live bands and special events and follow Minnesota liquor sale laws; assist bartender when needed.

Direct Support Staff

Alpha - 2015-09 - 2016-02

Responsibilities

Take care of vulnerable adults giving them their correct meds as well as cooking approved meals and snacks, listening to their concerns and giving appropriate advice and following Minnesota hippa laws as well as being trained to assist clients to be prepared for independent living

Attendant

natures best cleaners - Rochester, MN - 2015-07 - 2015-10

Responsibilities

Check in clothing items, check for spots, stains and minor alterations. Answer phones; open and close store according to company policy and per owners wishes

Hostess

Outback Steakhouse - Rochester, MN - 2013-10 - 2014-09

Responsibilities

Seat guests, answer phones, and take minor drink orders as needed; assist servers and bartenders as needed; clean tables and get tables ready for customers per company policy; open and close stand per company policy; train hosts; and other tasks requested by servers and management

Nanny

state of minnesota - Rochester, MN - 2012-12 - 2013-10

Responsibilities

Take care of children with special needs while following Minnesota laws with foster care children and being trained and licensed as a daycare provider; trained in epi pen and being trained per children's medical needs; I did live in the house with children so I was on call 24/7 due to children being special needs and being in foster care

Cashier

Kohl's - 2011-09 - 2012-08

Responsibilities

Promote kohls card, unload and set up merchandise from trucks, ring up guests, and close store according to handbook

Crew Trainer

McDonald's - 2008-11 - 2010-04

Responsibilities

Train new crew members on closing and opening duties as well as food prep and cash handling per company policy; also regular closer in weekends so had to follow weekly cleaning schedule per company policy

EDUCATION

High school or equivalent in General

Century High School - Rochester, MN

2007-09 - 2012-06