

**Dawn Kapustka**  
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**720-818-0850**

### **Objective**

To become an effective leader and take part in a successful team, while implementing my interpersonal skills in order to contribute positively to the success, and profitability of the company.

### **Qualifications**

#### **Restaurant Manger**

Deposited money into a bank on a daily basis  
Created and developed work schedules for employees  
Trained new employees on policies and procedures  
Conducted weekly inventories  
Generated revenue through sales for the store

#### **Child Care Teacher**

Assisted in caring for 3-year-old children  
Provided assistance to teachers as needed  
Taught basic learning skills to the children

#### **Server**

Made sandwiches and served customers on a daily basis  
Ensured the store was clean and organized  
Prepared food for the day  
Served as assistant manager when needed  
Maintained inventory of food and products

#### **Cashier**

Operated cash register  
Stocked shelves and organized work area  
Received cash and coupons  
Processed credit and debit cards

## **Office Assistant**

Priced/ordered necessary parts  
Scheduled appointments  
Wrote customer invoices  
Answered phones

## **Bartender**

Serve drinks to customers  
operate cash register  
maintain a clean work space  
process credit and debit cards  
take food orders

## **Employment History**

Jj's pub Erie, Colorado 2016-2016  
Mike's Auto Repair Cumming, Ga 2014-2015  
Subway Oakwood, GA 2012-2014  
Wendy's Lakewood, Co 2011-2012  
Subway Dawsonville, Ga 2004-2009  
Kids Korner Cumming, Ga 2006-2007  
Qdoba Lakewood, Co 2002-2003  
Toys R Us Westminster, Co 2015-2016  
  
Home Depot Firestone, CO 2017-2018  
  
Del Taco , Firestone Colorado 2018-2018  
  
Sales Partnership, Westminster CO 2018-2018

## **Education/Certificates**

Microsoft word/excel  
Typing speed: 60-70 words per minute  
  
Forklift certified  
  
Reach certified  
  
OP (order picker) certified  
  
Pacer certified  
  
Jefferson County workforce center  
Professional Development: 30 hours Golden, Co 2010  
Ged Lakewood, Co 2002  
Green Mountain High School Lakewood, Co 2000-2002  
North Forsyth High School Cumming, Ga 1998-2000

Westwood College online 2012-2015  
University of Phoenix Online 2015-Current

## **References**

Tabatha Tessier – Previous Employer – 770-899-2940  
Michael Tessier – Previous Employer – 678-927-0776  
Marsha Stanley – Previous Employer – 303-941-1791  
Leroy Fish – Previous Employee – 720-298-4474  
Tabitha Pires – Previous Employee – 303-882-5724