

Mon. 6/9 12<sup>30</sup>pm

**ENTERED**  
04/14

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**Objective**

To obtain the Production/ Assembly position.

**Education**

**St. Mary's Academy & College**

- High School Diploma

**Certifications**

- CNA ( Certified Nursing Assistant )

**Work Experience**

**Red Lobster of Topeka KS**

01/2012 to 05/2012

**Server**

- Fast paced high performance work environment
- Timeliness and efficiency as well as initiative and self discipline while performing varied tasks in order to provide customers with the best dining experience possible.
- Worked as a team with each aspect of the restaurant to better ensure cleanliness, good food, and quality service leading to customer satisfaction and appreciation.
- Duties included customer greeting, taking and entering food orders, salad prep, handling payments, cleaning, entering customer log.
- Responsible for maintaining serving standards and regulations according to restaurant policies and state law

**Andax Industries of St. Mary's KS**

**Sales Representative**

08/2010 to 09/2011

- High volume work environment which required excellent communicative skills and multitasking abilities
- Identified the customer needs, Researched and customized service proposals, developed sales strategies, negotiated and closed profitable projects.
- Ensured that customers were satisfied with company products and services by doing follow-up calls.
- Took daily inbound calls and key-entered orders, faxes, backorders and credit memos for assigned accounts and clients.
- Computed sales prices, total purchases and processed payments.

- Maintained status reports to provide management with updated information for client projects.
- Used Microsoft Excel to develop inventory tracking spreadsheets as well as Microsoft Word and Microsoft Office

### **PMSI of St. Mary's KS**

#### **Fire watch/ Safety**

07/2008 to 03/2009

- Long hours on foot, hazardous environment which required a high level of attention to detail and surrounding areas
- Reacted quickly and without panic to hazardous and sometimes dangerous situations
- Ensured all hot work areas were safe and fully equipped with fire prevention blankets, fire extinguishers and that all workers were wearing proper safety attire for the work in which they were performing according to OSHA requirements.
- Constant monitoring of welders and laborers working in dangerous or confined spaces
- Responsible for sign off on hot work permits, cleanup of any debris or trash that may be flammable, and removing hazardous obstacles.

### **Gambinos Pizza of St. Mary's KS**

#### **General Manager**

04/2005 to 07/2009

- Required dedication, long hours, flexibility, patience, and the ability to handle a high paced, stressful work environment.
- Responsible for keeping food and labor costs low
- Determined staffing needs of store and insured hiring and retention of quality service team employees through the continual training, motivation, team building, and development while providing 100% guest satisfaction
- Performed daily reports and bank deposits as well as weekly inventory, payroll, scheduling and monthly reports.
- Created an energetic atmosphere to build, a fun, lively work day, while maintaining a professional environment
- Managed kitchen operations and worked with employees to meet high demands during peak times

- Managed front of the house operations to ensure customer satisfaction by offering friendly interaction, requesting feedback on individual experiences, and immediate attention to customer complaints
- Utilized principles and methods for showing, promoting, and selling products or services
- Assisted in maintenance and cleanliness of property

### **St Mary's Manor**

**CNA**

06/2007 to 12/2007

- Assisted residents with bathing, dressing, hygiene and grooming in accordance with established care plan.
- Obtained specimens, weights, and vital signs of patients as well as measured and recorded patients' fluid intake and output.
- Trained and fully capable of utilizing the Hoyer and stand-up lift in accordance with resident transfer status.
- Performed restorative nursing with residents to prevent decline.
- Protected and promoted resident rights and assisted the person to maintain independence.

### **Activities**

- Volunteered for the past 10 to 15 years to care for my Mother was very sick with Alzheimers Disease. She required constant care for she was completely bed ridden and incapable of caring for herself in any way.
- Volunteered at local Church to help with Sunday Breakfasts and other such activities.
- Assisted Children at local school to meet their goals for pledges for their annual Jog- a – thon.
- Volunteered to help with activities such as arts and crafts at different Nursing homes