

KALIJAH DOUGLAS

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Professional Summary

Goal-oriented very dedicated to high levels of customer satisfaction and meeting aggressive business goals.

Skills

- Coordination
- Time Management
- Judgment and Decision Making
- Critical Thinking

Experience

Mover

Apr 2019 - Jul 2019

You Move Me - Aurora, CO

Pack and Prepare Items. At the destination, movers help prepare and pack customers' items to prevent damage during transit

Load and Unload Items

Take Inventory

Handle Customer Requests

Perform Cleaning and Maintenance Task

Cashier

Aug 2018 - Dec 2018

McDonald's - Denver, CO

Greets all customers politely when they enter the restaurant.

- Records customer orders, both at the counter and at the drive-through (if applicable).
- Transfers orders to the kitchen to ensure their preparation.
- Monitors orders and ensures their prompt delivery.
- Helps package food in boxes and bags.
- Helps cook food and otherwise works in the kitchen, when necessary.
- Up-sells in-store promotions, when applicable.
- Listens to and resolves customer complaints, suggestions, and inquiries.
- Keeps the counter and dining area neat and clean.

Sale Associate

Mar 2018 - Jul 2018

Goodwill - Denver, CO

Customer Service

Organization

Sales

Merchandising

Product Knowledge

Merchandising

Basic Math

Attention to Detail
Time Management
Written and Verbal Communication
Interpersonal Skills
Problem Solving

Cook *Sep 2017 - Nov 2017*

Freddy's Frozen Custard & Steakburgers - Denver, CO

Cleans food preparation areas as determined by law and company policy.

Prepares foods to the specifications of the client.

Prepares food before the arrival of guests.

Makes adjustments to food items to accommodate guests with allergies or specific diet concerns.

Server *Jul 2017 - Sep 2017*

Waffle House - Aurora, CO

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Collect payments from customers.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Prepare checks that itemize and total meal costs and sales taxes.
- Take orders from patrons for food or beverages.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
- Present menus to patrons and answer questions about menu items, making recommendations upon request.
- Clean tables or counters after patrons have finished dining.

Busser *Apr 2017 - Jun 2017*

Texas Roadhouse - Denver, CO

- Wipe tables or seats with dampened cloths or replace dirty tablecloths.
- Set tables with clean linens, condiments, or other supplies.
- Scrape and stack dirty dishes and carry dishes and other tableware to kitchens for cleaning.
- Clean up spilled food or drink or broken dishes and remove empty bottles and trash.

Education
