

Keith Litmon

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PROFESSIONAL SUMMARY

Multi-faceted customer service professional with experience in general office, customer service, team leadership and human resource assisting. Hands-on, eager to learn new skills with an ability to prioritize and execute tasks in a timely manner. Core competencies include:

- MS Office
 - Hardworking
 - Proven Problem Solver
 - Excellent Time Management
 - Flexible
 - Leadership Skills
 - Honest & Trustworthy
 - Effective Communicator
 - General Clerical Skills
 - Negotiating Skills
 - Customer Service Skills
 - Excellent Computer Skills
 - Professional Attitude
 - Creative
 - Data Entry Skills
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EDUCATION

Sinclair Community College-Dayton, Ohio 2022-2023
Human Resources Management Certification (HRM. S. STC)

Goodwill Industries-Dayton, Ohio 2022
Digital Skills Literacy Certification

Trotwood Madison High School-Trotwood, Ohio 2013-2017
High School Diploma

PROFESSIONAL EXPERIENCE

Caterpillar-Clayton, Ohio 2017-2020
Team Lead-Warehouse
Responsible for performing warehouse duties that include receive, store, and distribute materials. Read and fill work orders for customers. Train and coach new hires. Use a computer to enter data and obtain work orders. Operate industrial equipment. Maintain inventory control.

Outback Steakhouse-Vandalia, Ohio 2016-2017
Server/Host
Provides exceptional in-person customer service skills by serving assisting customer with seating and food orders at a casual dining establishment. Professionally greet and seat customers. Present menu, answer questions, and make suggestions regarding food and service. Write order on check or memorizes the orders. Relay orders to kitchen and serve courses from kitchen to the customer's table. Observe guests to respond to additional requests and to determine when meal has been completed. Operate cash register, total bill, and successfully manage cash.

McDonalds-Englewood, Ohio 2013-2016
Trainer/Fast Foods Worker
Serve customers of fast-food restaurant. Take customer orders in person and using drive thru equipment. Enter customer orders into electronic cash register, recording and computing orders. Select requested food items from serving or storage areas and assembles items on serving tray or in takeout bags. Receives payment. Cook French fries and perform other minor duties to prepare food, serve customers, and maintain orderly eating areas. Train new hires.
