

Kendell Whisenton

Saint Louis Park, MN 55426

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I'm looking for more experience in the business world. I'm willing to learn and try new things in life. I'm skilled in listening, problem solving, and analyzing situations, and I desire to increase my skills in communication and writing.

Authorized to work in the US for any employer

Work Experience

Shift Leader

Pizza Hut - Saint Louis Park, MN

September 2016 to Present

1. Maintain sanitation, health, and safety standards in work
2. Clean food preparation areas, cooking surfaces, and utensils.
3. Prepare specialty foods such as pizzas, following specific methods that usually require short preparation time.
4. Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles. Verify that prepared food meets requirements for quality and quantity.
5. Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.

Personal Care Assistant

Accra Care - Hopkins, MN

April 2017 to May 2019

1. Administer bedside or personal care, such as ambulation or personal hygiene assistance.
2. Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
3. Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands.
4. Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles

Crew Member

Little Caesars - Saint Louis Park, MN

March 2015 to September 2016

1. Combine measured ingredients in bowls of mixing, blending, or cooking machinery.
2. Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles. Clean, stock, and restock workstations and display cases.
3. Prepare dough, following recipe.
4. Clean food preparation areas, cooking surfaces, and utensils.
1. Clean and organize eating, service, and kitchen areas.

2. Collect and return dirty dishes to the kitchen for washing. Wash dishes, glassware, and silverware after meals.
3. Close

Education

B.S. in Business Administration

Broadview University
May 2017 to June 2017

None

Globe University
July 2014 to December 2016

None

Prairie State College - Chicago Heights, IL
August 2013 to May 2014

Diploma

St. Louis
September 2009 to June 2013

Skills

- ACCOUNTING (Less than 1 year)
- AND ACCOUNTING (Less than 1 year)
- MICROSOFT OFFICE (Less than 1 year)
- MS OFFICE (Less than 1 year)
- TIME MANAGEMENT (Less than 1 year)
- Shift Lead
- Crew Member
- Food Service
- Shift Supervisor
- Fast Food

Assessments

Customer Focus & Orientation — Highly Proficient

July 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/10f9cca09d3b77c9956c088b6d56c71ceed53dc074545cb7

Customer Service Fit — Familiar

February 2020

Measures the traits that are important for high-quality customer service.

Full results: https://share.indeedassessments.com/share_to_profile/440cd6aec86a0745d952b17d95b60f50eed53dc074545cb7

Working with MS Word Documents (Intermediate) — Highly Proficient

July 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.

Full results: https://share.indeedassessments.com/share_to_profile/689894412c0bc8a170945e8c4ce7c073eed53dc074545cb7

Personality: Customer Service Fit — Familiar

August 2019

Assesses personality traits that result in high-quality customer service.

Full results: https://share.indeedassessments.com/share_to_profile/18596c34d97a7fa878ee19c096cf8007

Social Media — Familiar

August 2019

Measures a candidate's ability to create content, communicate online, and build a brand's reputation.

Full results: https://share.indeedassessments.com/share_to_profile/faf0e115db1087a74a09149654f1669beed53dc074545cb7

Scheduling — Highly Proficient

July 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_to_profile/3478b55b6ce02a44697182e0105c9323eed53dc074545cb7

Basic Spreadsheet Proficiency with Microsoft Excel — Highly Proficient

July 2019

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: <https://share.indeedassessments.com/attempts/d75b909c8d0793380a3c12b27427b9f8eed53dc074545cb7>

Attention to Detail — Completed

July 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/d73369722a92376c0540cae59bacce12eed53dc074545cb7

Accounting Skills: Bookkeeping — Familiar

July 2019

Measures a candidate's ability to calculate and determine the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/552be9fe1aee4e86ae9d49f9b58972c9

Supervisory Skills: Motivating & Assessing Employees — Completed

February 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: https://share.indeedassessments.com/share_to_profile/bf265f200386de2045c10881561284d0eed53dc074545cb7

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Additional Information

SKILLS

Time Management, Critical Thinking, Judgment, Decision Making, Active Learning, Economics and Accounting, Customer and Personal Service. Writing, Teamwork, Microsoft Office, Communication