

**MICHAEL L. DAWSON**  
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**OBJECTIVE**

To obtain a position in which I can utilize my skills and experience towards my own advancement as well the advancement of the organization.

**HIGHLIGHTS OF QUALIFICATIONS**

**Dishwasher/Food Preparation**

- Prepped food for the chefs while following all sanitary guidelines
- Ability to multi-task
- Washed and stored dishes in a fast paced environment
- Swept and mopped the floor as needed
- Active listener; able to understand and address concerns quickly
- Professional in appearance and work attitude

**Warehouse**

- Detailed and solution oriented
- Ability to multi-task through prioritizing
- Ability to lift 50 pounds
- Experience safely operating forklift
- Team player with a great appreciation for diversity
- Flexible and willing to learn new things
- Load and unloaded tracks

**Customer Service**

- Answered customer questions and complaints to mutual satisfaction
- Operated cash register, running debit and credit transactions and providing correct change
- Counted down cash drawer to make sure that accounting was accurate
- Handled customers orders by loading merchandise onto vehicle
- Checked to ensure that appropriate changes were made to resolve customers problems
- Provided detailed record of inquiries, complaints and comments

**WORK HISTORY**

Temporary Employee, Top Talent Solutions	Brooklyn Park, MN	05/2011 - Present
Dishwasher, Old Country Buffet	Richfield, MN	07/2013 - 02/2014
Dishwasher, D'Amico's	Minneapolis, MN	06/2009 - 02/2010
Warehouse, Acrylic Design	Plymouth, MN	01/2007 - 01/2008
Warehouse, P.P.L Industries	Minneapolis, MN	03/2005 - 04/2006
Customer Service, P.P.L Shop	Minneapolis, MN	07/2004 - 07/2005