

Nicole Tanner

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- ✓ Fast learner
- ✓ Thinking on my feet
- ✓ Friendly and inviting demeanor
- ✓ Problem solver
- ✓ Deadline-driven

- ✓ Build strong customer relationships
- ✓ On-task focused
- ✓ Attention to detail
- ✓ Maintain multiple schedules
- ✓ Excellent communication

Work Experience

- Shop/server, Food for Thought, Loveland, CO** 2017
- Pulling everything together in the shop for upcoming events
 - Loading dolly with all items for the events and loading into the trucks/vans
 - Setting up the event and food
 - Serving at all events
 - Tear down and reloading van and clean-up of event and all things at the shop
 - Making sure all clients and guests are taken care of at the events
- Server/Prep, Waffle House Fort Collins, CO** 2016
- Taking orders and calling out orders
 - Making sure orders are prepared correctly
 - Serving customers and making sure their needs are met
 - Working with my co-workers as a team to make sure the store stays clean
 - Prep for the next shift
 - Cash handling
 - Helping and defusing any customer complaints
 - Training new servers
- Shift Lead, Dunkin Donuts, Windsor, CO** 2015
- Trained new hires how to do the day to day jobs on the floor and off
 - Cash handling/ register and safe
 - Multi-tasking: helping customers, taking orders and preparing food and drinks at the same time
 - Computer and data entry: shipment orders, daily audit, and training
 - Opening and closing the store as well as running the store alone
 - Prep and daily/ weekly freezer pull
 - Customer service: Making sure every customer was satisfied with product and service
- Event Planner, Sauce, Fort Collins, CO** 2014-2015
- Put together volunteer teams for events; helped run events
 - Matched volunteers to jobs fitting their skills and abilities
 - Did the marketing, social media, and advertisement through computer networking, face to face interaction and over the phone
 - Built strong relationship between the clients and myself to make sure needs were being met as well as a budget was arranged
- Event Planner, Just Go Party, LLC, Wellington, CO** 2013 - 2014
- Coordinated services for events, such as accommodation, facilities, catering, signage, displays, special needs requirements, printing and event security
 - Organized registration of event participants
 - Met with sponsors and organizing committees to plan scope and format of events, to establish and monitor budget

Education

- Front Range Community College, Fort Collins, CO** 2011
Dental Assisting
Learned front desk administration, setting appointments, checking in and out patients, making sure equipment was ready for each patient and cleanliness practices for infection control.
- Frontier High School, Fort Collins, CO** 2003
High School Equivalency Diploma