

Rayleah Richner

Fort Collins, CO 80528

rayleahrichner16@yahoo.com

9704590269

I am passionate about the work that I do. I work hard and I'm a reliable person. Need something done? I'll get it done! And I always like to expand my growth in learning new things.

Work Experience

Cashier

McDonald's - Fort Collins, CO

September 2020 to Present

- I do transactions with cash and cards
- Greet and take customer's orders
- Keep up a tidy work station
- Restock
- Clean dishes

Production Line Worker

Valimenta Labs - Wellington, CO

October 2019 to May 2020

- Began and ended the day with thorough cleaning/inspects of equipment and rooms
- Logged all the times for cleaning, inspects and runs
- Made vitamins, with precise measuring and did mixing
- I filled bottles, capped, sealed, coded, labeled, shrank, checked and packed product
- Filled out paperwork accounting for all of the products that was being used for a run/returned

Cashier/Sales

The Home Depot - Fort Collins, CO

April 2019 to October 2019

- Greet and welcome customers as soon as they arrived through the doors
- Helped customers to find the right items they were shopping for
- Made sure things went back on the shelf where they belonged, and kept up a tidy work station
- I oversaw cash transactions, cash reconciliations, account payments, account receivables and other accounting duties according to company policies
- Provided customers assistance and respond to their concerns

Cashier/Food Service

Taco Bell - Wellington, CO

October 2018 to March 2019

- Greeted customers and took their orders
- I oversaw transactions
- Cooked/prepped food
- Assembled food

- Bagged and handed out food
- Cleaned up the restaurant

Cashier/Sandwich Artist

Subway - Wellington, CO

January 2018 to August 2018

- Performed a variety of cleaning activities such as sweeping, mopping, dusting and polishing
- Ensured all rooms were cared for and inspected according to standards
- I cleaned equipment and dishes after use
- Dealt with reasonable complaints with professionalism and patience
- Checked stocking levels of all consumables and replaced when appropriate
- Logged food temps for safety
- Handled transactions, cash/card

Cashier/Food Service

McDonald's - Wellington, CO

April 2017 to January 2018

- I did a variety of cleaning and inspections of equipment such as the grill, cooking utensils, lobby and restrooms
- Made sure that everything was cleaned and set up to standards
- Took orders, handled cash, dealt with reasonable customer complaints, prepped/cooked and sent out food

Education

High school diploma

Poudre High School - Fort Collins, CO

August 2015 to May 2019

Certifications and Licenses

Driver's License