

Sara Myers

Evening Manager

Lyons, CO 80540

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720-686-1796

To secure a long-term position, where I can utilize my business experience, while adding to the overall character and productivity of this company.

Work Experience

Evening Manager 7206883074

St Vrain Market - Lyons, CO

January 2017 to May 2018

Money Handling/ Nightly Deposit

Assign Nightly Duties/ Tasks/ Ensure Completion

Train and Direct Employees on Daily/ Changing Procedures

Product Sales/ Ordering

Time / Labor Management

Assistant Evening Manager

Colorado Cherry Company - Lyons, CO

September 2016 to January 2017

Lyons, Colorado

Money Handling/ Nightly Deposit

Assign Nightly Duties/ Tasks/ Ensure Completion

Train and Direct Employees on Daily/ Changing Procedures

Product Sales/ Ordering

Time / Labor Management

Head Cashier

Sprouts Farmers Market - Boulder, CO

August 2014 to March 2015

Money Handling / Drawer Count

Resolve Customer Issues

Train / Direct Employees on Daily Procedures

Product Placement / Display

Receptionist

Riverspointe Spa - Estes Park, CO

January 2014 to March 2014

Use of multi-line phone system

Check In / Out of Clients

Product Sales / Knowledge

Service Knowledge / Upgrades

Lead Bartender

Eagles Nest Grill - Addieville, IL
February 2013 to September 2013

Make Beverages / Deliver Food
Product Ordering / Stocking
Processing of Credit Machine
Money Handling / Nightly Deposit
Overseeing of Employees

- Johnny Carinos - Moved out of state

Lead Server / Bartender

Colorado Springs, CO
August 2012 to February 2013

Colorado Springs, Colorado

Make Beverages / Deliver Food
Clean Designated Section
Solve Customer Issues
Customer Service

Server

The Old Spaghetti Factory - St. Louis, MO
February 2012 to July 2012

Take / Deliver Food
Clean Designated Section
Solve Customer Issues
Customer Service

Assist Lead Baker

St Louis Bread Company - Collinsville, IL
April 2011 to February 2012

with Daily Duties
Money Handling / Deposits
Register Duties / Prep Customer Orders
• Olive Garden

Server

Fairview Heights, IL
September 2010 to April 2011

Take / Deliver Food Orders
Clean Designated Section
Solve Customer Issues

Server

Bob Evans Restaurants - Fairview Heights, IL

July 2010 to September 2010

Take / Deliver Food Orders

Clean Designated Section

Solve Customer Issues

BOH Lead

Steak N Shake - Glen Carbon, IL

August 2009 to July 2010

Money Handling/ Nightly Deposit

Assign Nightly Duties/ Tasks/ Ensure Completion

Train and Direct Employees on Daily/ Changing Procedures

Ensure Food and Employee Safety

Education

General

Centralia High School

Associates in Science

Southwestern Illinois College

Skills

EXCEL, MICROSOFT WORD, QUICK BOOKS, SOLUTIONS, WORD

Additional Information

Skills

I am proficient in basic / intermediate computer software, programs, knowledge, etc. The ability to find and isolate problems within the work environment and apply the appropriate solutions accordingly. Fluent in Microsoft Word / Excel / Quick books / etc.

Strengths

- Organizational / Multitasking Skills
- Team Leading / Task Designation
- Time Management
- Ability to Quickly Learn / Understand New Information