

Trevor Moon

Saint Paul, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

Mover/Packer

Select Commercial Services - Saint Paul, MN - 2016-11 - 2017-04

- Hands-on experience in all aspects of the packing processes
- Loaded and unloaded all things inside specific offices, residences and business departments
- Used pallet jacket jacks, wheels, etc to move objects and load trucks

Security Guard

Security Specialists, Inc. - Saint Paul, MN - 2016-08 - 2016-09

- Search thoroughly in bags, coolers, purses, etc. for anything that is banned at venue
- Observe for signs of crime or disorder and investigate disturbances
- Patrol randomly or regularly building and perimeter
- Monitor and control access at building entrances

Supervisor/Sandwich Artist

Subway - Vadnais Heights, MN - 2015-08 - 2016-05

- Responsible for opening the store daily and closing when necessary.
- Train new members and ensure they follow company standards.
- Prep then cook the bread, cookies and soup for the day.
- Complete company paperwork daily in a timely fashion.
- Maintain a positive company image
- Constantly deliver positive experiences to customers, etc.

Shift Lead/Sales Associate

Holiday Stationstores, Inc. - Maplewood, MN - 2015-01 - 2015-07

- Supervised 2-3 sales associates on duty
- Managed all controllable expenses such as labor, inventory, cash, and shortages
- Planned and directed staff training and performance evaluations
- Determine stock needs, and fill out online order forms to ensure a full stock
- Promptly resolved all customer requests, questions and complaints
- Built relationships with customers and the community to establish long-term business growth
- Completed making schedules on a weekly basis
- Ensure all employees adhere to store policies and procedures
- Responsible for closing the store at the end of the shift and setting the alarms
- Recommend merchandise to customers based on their needs and preferences

Cook/Prep

Buffalo Wild Wings - Oakdale, MN - 2014-07 - 2014-09

- Responsible for preparing and cooking all orders as well as organizing and arranging cooked foods

- Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices.
- Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Communicate with the manager at all times as well as the on – duty servers to make sure that the processing of customer orders are going smoothly
- Portion, arrange, and garnish food, and serve food to waiters or patrons

Guest Experience Captain

Buffalo Wild Wings - Oakdale, MN - 2014-05 - 2014-09

- Deliver customized guest experiences
- Host raffles and Blazing Challenges in restaurant to gain customer interest which lead to an increase in visits
- Build brand awareness in the community by going out to stores and communicating ideas discussing promotional opportunities
- Manage audio/visual equipment, programming, and maintain sports scheduling for the restaurant
- Sell menu items by leveraging knowledge of beer brands and matching them with entrees to entice customers into bigger purchases
- Introduce new guests to the Buffalo Wild Wings brand, as well as pro
- Team up with the service staff to make sure every customer receives the experience they seek and promotional offerings

Customer Service Representative

Super America - Woodbury, MN - 2013-06 - 2013-09

- Assisting customers with purchases and handling merchandise and fuel transactions and related programs (i.e. gift cards, money orders, wire transfers, coupons, and the Speedy Rewards loyalty program)
- Keeping the store looking professional and ready for our valued customers by accomplishing tasks including product stocking, cleaning, etc. to ensure our store appearance supports our commitment to exceptional customer service

Crew Member/Cashier

Taco Bell - Saint Paul, MN - 2012-06 - 2013-06

- Primary job duties include greeting guests, taking food and drink orders, preparing food and drink, maintaining a clean work environment, and answering questions about menu items and promotions.
- Also, use cash registers, ovens, fryers, and other various pieces of kitchen equipment.
- Oversee inventory and order more shipments if necessary at the end of shifts where I close the store

EDUCATION

General Education Diploma

Tartan Senior High School - Oakdale, MN
2009 - 2013