

Kilo Heard

Brooklyn Center, MN

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To obtain a position in which I can utilize my skills and experience to contribute to the success of a company and advance professionally

WORK EXPERIENCE

Runner

Levy restaurants - Minneapolis, MN - May 2013 to Present

Running food to customers, and keeping grounds clean. Also having great customer service!

Security Officer

Metrodome - Minneapolis, MN - August 2011 to January 2012

Securing metrodome grounds.

Cashier/Customer Service

Concessions, Target Field - Minneapolis, MN - February 2010 to March 2011

Greet, Take orders, food prep

Loader/Unloader

Loader, FedEx Corporation - Maple Grove, MN - June 2009 to October 2009

Additional Skills

- Hardworking and flexible in assignments and duties
- Dependable and reliable
- Really enjoy working in a warehouse setting
- Always willing to learn new skills and techniques.
- Computer Skills: Microsoft Word, Internet & email

ADDITIONAL INFORMATION

Skills

- Provided excellent customer service to ensure repeat customers
- Ability to problem solve in response to customer inquiries
- Assisted customers throughout transaction
- Assisted customers with merchandise selection
- Handled credit and cash transactions
- Knowledge of inventory and expiration of products
- Stocked and organized storage area
- Managed operations during a shift by following company guidelines, policies and procedures.
- Experienced in food preparation using proper procedures and policies
- Experience safely operating ovens, stoves, microwaves, fryers, and grills
- Ensured efficiency and accuracy of customer orders
- Ensured a clean and safe work environment
- Used approved procedures to clean, sanitize and maintain restaurant equipment such as meat blocks, refrigerators and work tables

- Stored food in designated containers and storage areas to prevent spoilage
- Knowledge of inventory and expiration of food & other products
- Monitored and authorized entrance and exit of all employees, guests, and visitors
- Performed loading and unloading duties
- Willing to learn new skills and techniques in order to meet the expectations of the company
- Ability to complete tasks independently; self -starter
- Proficient with handling multiple tasks simultaneously and efficiently