**First Name Last Name**

City, State Zip | ((###) ###-### | email@gmail.com

**Professional Summary**

Knowledgeable and motivated professional with over six years kitchen leadership experience looking to obtain a position as an HR Coordinator through experience with customer service, problem solving, onboarding and training employees, and exceptional organizational skills. Reliable and organized team member with the ability to communicate effectively and handle change. Confident in the ability to contribute to the success of any business.

**Skills**

|  |  |
| --- | --- |
| * Supervisory & Leadership * Delegation * Collaboration and Teamwork * Time Management * Inventory Assessment * Customer Service * Verbal and Written Communication | * Positive Attitude and Energetic * Microsoft Office Suite * Recruiting and Hiring * Records Organization and Management * Training * POS Terminal Operations * Cash Management |

**Work History**

**Administrative Assistant:**  **Nov 2022-Current**

Lakewood Eye Center Lakewood, CO

* Serve patients by scheduling appointments and maintaining records and accounts.
* Prepare medical files through verifying patient data and insurance to ensure accurate billing, inputting updated information into the system as required.
* Answering and directing phone calls, creating appointments, and handling all queries**.**

**Kitchen Manager** **Sep 2016 - Jan 2022**

Heart's Desire Catering Arvada, CO

* Practiced serve-safe methods for preparing, cooking, holding, and storing of all food items.
* Delegated food preparation duties to verify proper preparation and production of meals.
* Delivered in-depth training to workers in food preparation and customer-facing roles to promote strong

team performance and customer satisfaction.

* Enhanced business productivity by training 6 team members and 10 servers on best practices and

protocols.

**Assistant Manager** **Jul 2015 - Aug 2016**

Rumbi Island Grill Orem, UT

* Monitored cash intake and deposit recordsleading to increased accuracy and reduced discrepancies.
* Planned schedules and delegated assignments to meet coverage and service demands.
* Offered hands-on assistance to customers.
* Generated repeat business through exceptional customer service.
* Verified inventory counts to remain within monthly tolerance levels and compiled financial data in compliance with budget.
* Increased sales by driving operational efficiencies.

**Education**

**Bachelor of Arts**: **Culinary Arts** a**nd Food Service Management**

Johnson And Wales University Denver, CO