

名前

住んでいる場所

CONTACT



SKILLS

Committed team player

Proficient time management

Interpersonal communication

Organization

CERTIFICATION

Certified Skilled Worker of Financial Planning

Adobe Certified Professional

Microsoft Office Specialist; PowerPoint Associate (Office 2019)

Microsoft Office Specialist; Word Associate (Office 2019)

EDUCATION:

(2020-2024)

WORK EXPERIENCE

Content Creator-Assistant

- Social media Manager 2023 to 2024.present
- Content Creator
- Marketing Director
- Personal Assistant

Server and Barista

- Anticipating customer needs and fulfilling
- Greeted customers, assisted with questions and made recommendations preparing cash register.
- Managing closing duties, including restocking items and recounting the cash drawer.
- Options to guests, offering suggestions, and taking orders for food and beverages.
- Fashioned various hot and cold drinks with consistently positive customer satisfaction.
- Maintained and operated espresso machines, blenders, commercial coffee brewers, grinders, coffee pots, and other equipment.
- Developed creative and appealing latte art via several techniques.

Restaurant Employee

- Deliver beverages and food to guest tables.
- Prepared and arranged appetizer, salad, and dessert ingredients for line cooks.
- Operated cash register and credit card machine to process guest payments.
- Maintained detailed knowledge of specials and currently available items to provide guests with informative menu descriptions.
- Resolved guest and employee complaints to maintain complete customer satisfaction and workforce effectiveness.
- Took reservations and to-go orders by phone, answered customer questions and informed of accurate wait times.

Movie Theater Employee

- Helped customers find specific products, answered questions, and offered advice and recommendations.
- Assisted concession with end-of-day counts and securing funds to prevent theft.
- Inspected items for damage and obtained replacements for customers in line with theatre policy.
- Maximized customer satisfaction by quickly addressing and resolving complaints about food or service.
- Completed daily recovery tasks to keep areas clean and uniform for maximum efficiency.
- Determined authenticity and applicability of presented tickets.
- Organized lines, lobbies and promotional material for movie releases.