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| tasha Estep  701 S. Martha St.  Angola, IN 46703  Home Phone Number: (260) 665-9346  Cell Phone Number: (260) 667-1533  estep\_tasha@yahoo.com |
| I’d like to get out of the fast-food industry, which has done a number on my body, by seeking an at home job. |

# Experience

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| march 2016 – presentShift Manager, arby’s I started out as an employee, became a team trainer and have since then worked my way up to a shift manager. Shift managers are responsible for: assisting the general manager and assistant manager with all facets of the successful operations for an Arby’s restaurant. Providing a high level of leadership to the restaurant and the employees. Supporting the general manager and assistant manager with all aspects of generating sales and profit growth efficiently and effectively. august 2014 – October 2015Shift Leader, little caesars When the manager was not on duty, I direct other employees through their daily routines and interacted with customers to make sure that they had a satisfactory experience. I was also in control of quality control, ensuring customer satisfaction through training employees properly and adhering to company policy. |
| april 2013 – December 2013inside crew member, Tasty Pizza I always ensured optimal level of sanitation and safety standards in the work area. I oversaw taking food and drink orders and ensuring proper payment. I managed food order slips and administered verbal instruction and preformed cooking as per instructions. April 2008 – November 2010Shift Leader, burger king I was responsible for the implementation of the company’s Production Guides and Product Level system. I ensured that the kitchen stations were using the proper procedures for food preparation and handling. I also communicated any encountered problems to the restaurant’s General Manager so that the appropriate actions could be taken. April 2005 – march 2008cashier and customer service desk, rural king I greeted customers as they arrived in the store and provided them with information and products and/or services. I entered transactions in the cash register and provided customers with the total bill. At the beginning and end of my shift it was my responsibility to count down my drawer. |

# Education

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| june 2005High school diploma with a core 40, angola high school Office Aid  Teacher’s Aid  Member of the Book Club  Member of the Newspaper Club  Member of the Movie Club  Member of Choir |
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# Skills

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| * Reliable and punctual * Neat, clean and professional * Proven leader * Excellent muti-tasker * Excellent verbal communication | * Strong organizational skills * Active listening skills * Excels at resolving problems * Courteous demeanor * Energetic work attitude |