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| tasha Estep701 S. Martha St.Angola, IN 46703Home Phone Number: (260) 665-9346Cell Phone Number: (260) 667-1533estep\_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’sI 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 caesarsWhen 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 PizzaI 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 kingI 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 kingI 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 schoolOffice AidTeacher’s AidMember of the Book ClubMember of the Newspaper ClubMember of the Movie ClubMember 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
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