

T*** T*****

123 Street Address, City, AA 12345 | (000) 000-0000 | email@gmail.com

PROFILE

High-performing employee dedicated to exceeding expectations and supporting colleagues and customers. Strong leader of teams who also excels at independently directed work.

Pizza/Kebabs, City

July 2021 - October 2021

Prep Chef/Pita Maker

- Supported entire restaurant operations by preparing and stocking food prior to store opening.
- Learned a lot of new cooking skills as it was the first time I'd really been hands on in the food making process.
- Communicated efficiently with co-prep chef to adhere to strict production schedules.
- Worked a station by myself during busy hours to support other employees.

Pizza Maker

- Made [#] pizzas daily with a stock of [#] ingredients and [#] menu items.
- Developed strong time management skills in an extremely busy setting with no down time.
- Taught self new skills on the fly and asked questions to work through issues on my own.

Poke Restaurant, City — Shift Lead

March 2020 - April 2021

- Promoted to Shift Lead after [#] months for my leadership and impeccable attendance.
- Managed teams of 5 and trained colleagues on cash handling, prepping, customer service, sanitation, and portion tests.
- Received high praise from customers as demonstrated by 5-star reviews on Yelp that specifically thanked me for my work.

Store, City — Cashier

JULY 2018 - JUNE 2019

- Handled front-of-house cash operations.
- Prioritized tasks during closing shifts to make sure coworkers had assistance.
- Anticipated upcoming needs and completed tasks preemptively.
- Being flexible with schedule changes and changing up our service as we had to serve [****] food for a few months as they were shut down for a remodel.
- Became "Employee of the Quarter" after working there for a few months.

K*** Katering, City — Helper

JUNE 2014 - JANUARY 2020

Assisted with prep work, set up, and break down.

Deleted: — Prep Chef/Pita Maker

Deleted: Got to experience a new type of setting as I worked with one other person and got to work at my own pace.

Deleted: <#>Always showed up and did my part as the rest of the restaurant depended on having everything prepped and stocked.

Commented [AM1]: What skills exactly did you learn?

Deleted: Always making sure communication is clear between the other prep chef and I so that we get everything we need to get done on time.

Deleted: as I had to keep up with its prep and people's orders.

Deleted: July 2021 - August 2021
Adapted to a new, busy environment really quickly.

Deleted: er

Deleted: as there were no slow times and always something to do.

Deleted: While being in a new environment and working a new position I hadn't before, I asked lots of questions and learned lots of new helpful skills.

Deleted: <#> [1]

Deleted: Worked my way up to becoming a [2]

Deleted: .

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Deleted: people

Deleted: and good

Deleted: <#>Developed stronger leadership [3]

Deleted: <#>Standout for having good [4]

Deleted: <#>y

Deleted: <#>for our store that have my nam [5]

Deleted: <#>During shifts, I kept crew [6]

Commented [AM2]: Was there a specific program us [7]

Deleted: Have h

Deleted: time was allotted to help

Commented [AM3]: This one needs to be reworked [9]

Deleted: Consistently realizes the potential [8]

Commented [AM4]: Is this another company?

Commented [AM5]: Was this your first quarter wor [11]

Deleted: <#>Covering slow areas during ru [10]

Commented [AM6]: I moved this up to the experier [12]

Commented [AM7]: Talk about what was set up - t [13]

VOLUNTEER

High School, Yearbook— Head Editor In Chief

SEPTEMBER 2017 - JUNE 2020

Led a team of 18 students in both virtual and in-person settings for 7 months to design, produce, edit and distribute the yearbook while in lockdown.

***** Church, Mexico Mission Trip — House Builder

JUNE 2019

Built a house for a family in need over one week with a team of 13 people.

SKILLS

- Customer service
- Communication
- Ability to work under pressure
- Critical decision making
- Time management
- Self-starter
- Conflict resolution
- Leadership
- Adaptability
- Teamwork
- Creativity

Deleted: Ran

Deleted: to work on a project

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Deleted: as we also were

Deleted: for the last month of production and the following months for distribution

Deleted: Mexico Mission Trip,

Deleted: Was there for one week. With a team of 13 people, we built a house for a family in need.

Deleted: **PROFILE**
I like to find ways to exceed expectations and support my colleagues and customers. I bend over backward to make sure everyone leaves happy. I also love working in teams, it's always fun. However, I'm also fully capable of working independently.

Commented [AM8]: I would add hard skills, maybe any programs you used for cash register or for the Yearbook

Commented [AM9]: We can probably format this as a list with upright slashes to save space, i.e., "Customer service | Communication | Ability to work under pressure"

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PROFILE

High-performing employee dedicated to exceeding expectations and supporting colleagues and customers. Strong leader of teams who also excels at independently directed work.

EXPERIENCE

Pizza/Kebabs, City (JULY 2021 – OCTOBER 2021)

Prep Chef/Pita Maker

- Supported entire restaurant operations by preparing and stocking food prior to store opening.
- Learned knife safety, food sanitation, and meat butchering in first chef position.
- Communicated efficiently with co-prep chef to adhere to strict production schedules.
- Worked a station by myself during busy hours to support other employees.

Pizza Maker

- Made over 100 pizzas daily with a stock of 32 ingredients and 17 menu items.
- Developed strong time management skills in an extremely busy setting with no down time.
- Taught myself skills on the fly and asked questions to work through issues on my own.

Poke Restaurant, City — Shift Lead (MARCH 2020 – APRIL 2021)

- Promoted to Shift Lead after 3 months for leadership and impeccable attendance.
- Managed teams of 5 and trained colleagues on cash handling, prepping, customer service, sanitation, and portion tests.
- Received high praise from customers as demonstrated by 5-star reviews on Yelp that specifically thanked me for my work.

Store, City — Cashier (JULY 2018 – JUNE 2019)

- Handled front-of-house cash operations and learned point of sale software Square.
- Demonstrated flexibility with schedule and protocol changes during restaurant remodel.
- Became “Employee of the Quarter” during my first quarter on the job.

K* Katering, City— Helper (JUNE 2014 – JANUARY 2020)**

- Assisted with prep work of buffet-style meals for corporate events and weddings.
- Set up and broke down tables, chairs, dishes and utensils.

VOLUNTEER

High School, Yearbook— Head Editor In Chief (SEPTEMBER 2017 – JUNE 2020)

Led a team of 18 students in both virtual and in-person settings for 7 months to design, produce, edit and distribute the yearbook while in lockdown.

I*** Church, Mexico Mission Trip — House Builder (JUNE 2019)**

Built a house for a family in need over one week with a team of 13 people.

SKILLS

Adobe InDesign | Square POS system | Customer service | Communication | Ability to work under pressure
Critical decision making | Time management | Self-starter | Conflict resolution | Leadership |
Adaptability | Teamwork | Creativity

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Page 1: [7] Commented [AM2] Alison Martin 1/23/22 10:48:00 AM

Was there a specific program used? Or maybe you know 10 key?

Page 1: [8] Deleted Alison Martin 1/23/22 10:50:00 AM

Page 1: [9] Commented [AM3] Alison Martin 1/23/22 10:50:00 AM

This one needs to be reworked a bit to mention specific tasks

Page 1: [10] Deleted Alison Martin 1/23/22 10:49:00 AM

Page 1: [11] Commented [AM5] Alison Martin 1/23/22 10:43:00 AM

Was this your first quarter working there? Could reword as: Earned "Employee of the Quarter" award within my first quarter of employment.

Page 1: [12] Commented [AM6] Alison Martin 1/23/22 10:34:00 AM

I moved this up to the experience section because it is directly related to positions you're applying for, and they don't need to know you weren't paid for it

Page 1: [13] Commented [AM7] Alison Martin 1/23/22 10:43:00 AM

Talk about what was set up – tables, chairs, place settings, food platters, etc.