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| 701 Dogwood Avenue, Myrtle Beach , SC 29577  701 Dogwood Avenue, 29577, Myrtle Beach SC  843-945-0948  enteremailhere54@gmail.com |

**Professional Summary**

Skilled team player with a strong background in various environments.  Mainly trained in restaurant environments. Works well independently to handle assignments and always ready to go beyond basics assignments. Quick learner with good computer skills. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success. Close attention to detail.

**Skills**

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| * Creative | * Adaptable |
| * Intelligent | * Organized |
| * Critical Thinker | * Calm under pressure |
| * Strong work ethic | * Positive attitude |
| * Urban delivery management | * On-time product delivery |
| * Training delivery | * Table setting arrangements |
| * Cleaning and sanitation | * Menu memorization |
| * Guest engagement | * Train staff |
|  | * Team Collaboration |

**Experience**

Server/Hostess Jun 2017 ‐ Current

The Original Benjamin's Calabash Seafood Buffet ‐ Myrtle Beach, SC

Host

• Collect customer information

• Inform customers about restaurant buffet and layout

• Side Work: maintaining the cleanliness of the entry, hallway glass, bread baskets, menus, and restrooms

• Maintained an even and orderly flow of guests from the reception area into the dining room or lounge, and informed customers of estimated wait times.

• Maintained an organized hostess station and restocked supplies.

• Seated guests, accounting for special requests and available seating.

Server

* Greeting customers and taking their orders
* Keep guests tables clear whilst their dining experience
* Set up and break down wait stations
* Inform guests on possible needed items on buffet
* Inform guests on bar drinks if needed

Delivery Driver/Management May 2020 ‐ Oct 2020

Wok Express ‐ myrtle beach, SC

* Delivered items within a reasonable time by traveling the most direct route.
* Operated delivery vehicles safely for over 100 days without accidents.
* Collected and tracked payment
* Tracked and maintained records for mileage, fuel usage, and delivery information.
* Greet customers at their homes and in shop
* Worked phones and register
* Place orders from over the phone and in-store
* Loaded and unloaded items for delivery to and from the vehicle.
* Increased customer service by reviewing orders before delivery to determine that they were complete and properly invoiced.
* Distributed menus to local businesses for advertisement
* Maintained google business page for this business
* Avoided safety hazards and costly tickets by consistently obeying the applicable traffic laws.
* Stayed in open communication with the dispatch team to keep customers updated and last-minute for sudden schedule changes.
* Turned in receipts and money received from deliveries.
* Inspected the delivery vehicles before and after trips and completed basic repairs to keep each in good working order.

Delivery Driver Oct 2019 ‐ Apr 2020

Waitr ‐ Florence, SC

* Pick up customer orders on time
* Deliver order to the customer on time
* Operated delivery vehicles safely for over 100 days without accidents.
* Loaded and unloaded items for delivery to and from the vehicle.
* Delivered items within a reasonable time by traveling the most direct route.
* Inspected the delivery vehicles before and after trips and completed basic repairs to keep each in good working order.
* Stayed in open communication with the dispatch team to keep customers updated and last-minute for sudden schedule changes.
* Avoided safety hazards and costly tickets by consistently obeying the applicable traffic laws.

Hostess Jun 2017 ‐ Aug 2019

The Original Benjamin's Calabash Seafood Buffet ‐ Myrtle Beach, SC

* Collect customer information
* Inform customers about restaurant buffet and layout
* Side Work: maintaining the cleanliness of the entry, hallway glass, bread baskets, menus, and restrooms
* Maintained an even and orderly flow of guests from the reception area into the dining room or lounge, and informed customers of estimated wait times.
* Maintained an organized hostess station and restocked supplies.
* Seated guests, accounting for special requests and available seating.

Junior volunteer Jun 2016 ‐ Aug 2016

Mcleod Regional Health Center ‐ Florence, SC

* Copied and printed documents, set up nursing classes, tallied data for hospital data with Microsoft excel.
* Assisted with receptionist duties and file organization).
* Assisted with the routine nursing classes conducted by the Nursing Administration within the hospital
* Run errands for the Administration as well.
* Engaged in hospice quality improvement programs and introduced innovative care ideas.
* Documented volunteer time and patient visit activity accurately, promptly, and objectively.

**Education**

Aynor High School ‐ Aynor, SC Jan 2018

* GPA 3.4.
* Graduated with honors.
* Member, National Honors Society.
* Drumline Captain, Marching Band
* Archery Captian, Archery Team

Francis Marion University ‐ Florence, SC present

* Dean's List Honoree, 1 semester
* Studied Nursing and Psychology