|  |  |  |
| --- | --- | --- |
| * Customer Service * Order Taking * Accurate * Personable & Friendly * Efficient | * Money Handling Skills Point of Sale * Cashier * Computer skills * Culinary Skills   **Work Experience** | * Goal Oriented * Team Player * Reliable * Hard working |

**Server/Hostess**

**Skills**

**Customer Service/Cashier**

Dairy Queen, 1500 Prospect Ave Helena Mt May 2015-Setember 2015

Greet customers; assist customers by taking orders and answering questions to meet customers’ needs and expectations; entering orders on computer; handling money and making change or using POS system; make shakes, blizzards, ice cream cones and other desserts, as ordered; work with other team members to ensure timely service of customers’ orders; make frozen treats such as Dilly Bars, DQ Sandwiches and Buster Bars; Clean and disinfect food prep and counter areas and customer eating areas.

**Statistician/Team Manager**

Jefferson High School Wrestling Team November 2014-February 2016

Collect wrestling statistics during individual matches; coordinate and provide data to coaches; ensure wrestling mats are clean and disinfected; help maintain team spirit

**Babysitter**

Ritchie Family, Boulder MT June 2014-Present

Care for three small children (one with diabetes) by organizing activities; preparing meals or snacks; Clean up after the children; Ensure parents’ rules are followed and provide a safe and fun environment for the girls.

**Concessions & Bake Sales**

Various Sports Tournaments & 21 Century School Program January 2010-Present

Boulder MT

Assist customers in making food selections; fill customer orders; determine charges; count money; make change; clean work area and kitchen; prepare various food items and assemble walking taco and other food

**Education**

**Jefferson High School,** Boulder, MT Will Graduate in May 2018

**Awards - Certificates - Clubs & Sports**

|  |  |  |
| --- | --- | --- |
| Presidential Service Award | Varsity Letters – Wrestling(2), Tennis, Cheerleading, Choir | Thespians Chapter Member (2)  Art Club Member |
| High Honor Roll | Volunteer – PATH Tobacco & Drug Prevention | |