

Corvette Greene

Summerville, SC

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I am a very motivated single mother of 4 beautiful daughters. I am currently seeking new and exciting employment. I am a very quick learner, outgoing, and always up for a challenge!! I enjoy discovering new paths of life and adventure while working hard for my family! I am very excited to become a part of your team and show you how I can bring a joyful brightness to your business!!

Work Experience

Cashier

Sanno grill - Goose Creek, SC

June 2019 to Present

- Handle cash, credit or check transactions with customers
- Scan goods and collect payments
- Ensure pricing is correct
- Issue change, receipts, refunds, or tickets
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Bag items carefully
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Process returns and check to see if items are damaged
- Answer customers' questions and get a manager if answer doesn't solve the issue
- Bag, box or wrap packages
- Pleasantly deal with customers to ensure satisfaction

Cleaning Technician

360 Cleaning - Asheville, NC

January 2019 to June 2019

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

Server/Line cook

Olive Garden - Asheville, NC

February 2018 to November 2018

- Prepare work checklist and organize work stations.
- Check and maintain coolers and storage areas for cleanliness, quantity, and quality of food.
- Work in a team-oriented environment with demanding and strenuous conditions.
- Help train and offer direction to trainees or new chefs.
- Prepare and cook meat, poultry, fish and seafood.
- Take proper care of ranges, ovens, broilers, fryers, griddles, utensils and other equipment.
- Present food using proper plate presentation technique.
- Coordinate and complete special requested dishes with server.
- Provide friendly and attentive customer service.
- Process payments through POS system

Quality Assurance Inspector

Denso Manufacturing - Maryville, TN

March 2016 to July 2017

- Quality assurance control by visually and physically inspecting final product.
- Maintain supply of components for automated equipment.
- Operate automated equipment to produce final product.
- Utilize measuring devices to check quality of product.
- Perform troubleshooting and basic maintenance of equipment.
- Complete various production reports daily.
- Takes action as required by policy, procedure, and training in response to visual and audio alerts.
- Maintain a clean and safe work environment in line with company policy.
- Confer with other associates and chain of command as necessary to identify and resolve problems.

Server

Brewer, The Whistling Kettle - Troy, NY

June 2015 to February 2016

- Attend to customers upon entrance, and present menus.
- Assist customers with food and drink selection while answering question and making suggestions.
- Collaborate with other servers, cooks, and management about orders and menu items.
- Issue bills and accept payment through POS system
- Ability to stay calm and work efficiently during high volume hours.
- Prepare beverage orders with attention to type of tea, brewing temp, steep time, side items and allergens.
- Take orders over the phone while ensuring quality, accuracy, and timeliness of order.

Gymnastics Coach

Devilray Cheer Co - Cartersville, GA

January 2012 to January 2014

- Develop instructional programs for athletes based on skill level.
- Observe and spot athletes on skills as they perform on different apparatus, may include some physical contact or lifting.
- Prepare athletes for competitions by practicing regularly, stretching, private coaching lessons, etc.
- Ability to demonstrate skills to athletes prior to them attempting.
- Plan and execute day to day level 1 operations.

- Perform various office tasks such as, scheduling athletes for class, accept payments and inform prospective customers about programs.
- Open/close arm/disarm security system before/after business hours.

Receptionist

Weaverville, NC

July 2010 to August 2011

- Greet and register patients according to established protocols.
- Assist patients with completion of all necessary forms and medical documents.
- Inform patients of facility procedures and policies.
- Answer incoming calls, handle or transfer appropriately to the correct department.
- Count, distribute, and order facility supply of adult supplies.

Education

HS Diploma

North Buncombe HS - Weaverville, NC

2007

Skills

- TIME MANAGEMENT
- PROBLEM SOLVING
- TEAM PLAYER

Additional Information

SKILLS

- Communication
- Ability to multitask
- Ability to work well under pressure
- Time management
- Adaptability
- Self-motivated
- Problem solving
- Creative
- Team player