

SALEEMAH LAYNE

 Hampton, VA 23666

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 Layne3d3@icloud.com

EDUCATION

High School Diploma, 06/2020

Overhills High School - Spring Lake, NC

- Honoree of National technical honor society
- Advancement Via Individual Determination (Avid) college readiness program member.
- Dean's List - Spring 2019

No Degree, Criminal Justice

Eastern Kentucky University 2021-2022 - Richmond, KY

- Professional Development - Ethics in Criminal Justice
- Relevant Coursework: Cyber Crime (Cj3075) This class developed and awareness of the types of crimes associated with computers and the internet. Creates the tools to create better digital security around the world.
- Crime in media and popular culture - This course examines the roll of media in shaping public perceptions and portrayals.

PROFESSIONAL SUMMARY

I am an energetic crew member offering outstanding skills in customer service, food safety and great teamwork skills. I am well-trained in operating kitchen equipment to prepare food and complete sales. Customer-focused food service worker devoted to meeting team and customer needs. I believe that healthy work spaces attract good business and great attitudes and leadership create healthy work spaces.

WORK HISTORY

Crew Member, 05/2019 - 08/2019

Dunkin Donuts & Baskin Robbins, Fayetteville, NC

- Stocked shelves to organize aisles in assigned department.
- Prepared products following restaurant, health, and safety standards and procedures.
- Readied customers' take-out orders in secure bags with appropriate amounts of condiments, silverware and napkins.
- Cleaned and maintained all areas of restaurant to promote clean image.
- Accurately operated cash register to process customer payments.

Service Crew Member, 09/2019 - 03/2020

Zaxbys, Hampton, VA

SKILLS

- Customer Loyalty
- Project Management
- Food Running
- Hospitality and Accommodation
- Team Collaboration
- Customer Needs Assessments
- Leadership
- Time management
- Flexibility

- Packaged menu items into bags or trays and placed drink orders into carriers.
- Addressed guest needs, questions, or concerns to create optimum experience onboard.
- Assisted team members with tasks, increasing overall efficiency and achieving improved customer satisfaction.
- Provided excellent customer service by greeting customers and meeting quality expectations.

AFFILIATIONS

National Technical Honor Society

The Hampton Delta Foundation