

Reginald Keeton

Outgoing hard working visually impaired guy looking for work and opportunities

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To be able to work at a job with advancement opportunities and recognition for hard work

VOLUNTEER EXPERIENCE

RED CROSS DALLAS

August 2010 TILL May 2018

DSR MEMBER

Willing to relocate to: Dallas-Fort Worth, TX - -

Authorized to work in the US for any employer

Work Experience

Host

HMSHost - Dallas, TX

November 2022 to Present

Seat guest and hand out menus

- Coordinated seating and organized reservations
- Greeted customers
- Took customer to-go orders
- Cleaned and prepared tables

Sales associate/Cashier

Bath And Body Works - Dallas, TX

June 2020 to November 2022

I ring up guest at cash register and i am on sales floor promoting our wonderful home body and kitchen fragrances to guests looking for outstanding fragrances to brighten up there homes and bodies.

FOH staff

Emporium Pies - Dallas, TX

February 2022 to June 2022

I ring up guest at register restock front area and slice pies

Cashier

Chick-fil-A, Inc. - Dallas, TX

June 2018 to March 2020

Ring up guest and do drink and shake orders as run food to dining room and restock front cashier area with ice lids straws and sauces

Food Runner/Liquor Runner

Studio Movie Grill - Dallas, TX

April 2017 to April 2018

Ran food and liquor trays to 16 different theaters up and down stairs the stairs in the dark to movie Watchers

Lead Cashier/stocker

HMSHost - Dallas, TX

September 2014 to April 2017

Ring up guest and pass out orders and Did shake orders and restock front counter area with ice and condiments straws and napkins and sauces

lead scooper

colstone creamery - Dallas, TX

August 2010 to June 2012

scooped ice cream made waffle cones and kept store organized

Nutrition Aide

GALE A. FIELDS RECREATION CENTER - Garland, TX

June 2009 to August 2009

Passed out free summer lunches and snack at recreation center

Sales Associate

Express Fashion - Garland, TX

November 2008 to December 2008

Greet guest and Fold and put back clothing

Education

Some college in HOTEL MANAGEMENT

RICHLAND COLLEGE - Dallas, TX

January 2009 to January 2010

4700 President George Bush Highway in General Studies

Rowlett High School - Rowlett, TX

August 2002 to May 2005

Skills

- Restaurant Experience (8 years)
- Cash Handling (10+ years)
- POS (10+ years)
- Cashiering (10+ years)
- English (10+ years)
- Mobile devices (10+ years)
- Blogging (10+ years)
- Food service (6 years)
- Food safety (5 years)

- Host/hostess experience (1 year)
- Social media management (5 years)
- Guest services (3 years)
- Hospitality (10+ years)
- Live chat (2 years)
- Federal Aviation Regulations (5 years)
- Transportation (10+ years)
- Windows (10+ years)
- Communication skills (10+ years)
- Customer support (10+ years)
- Computer skills (10+ years)
- Customer service (10+ years)
- Diploma (10+ years)
- Computer literacy (5 years)
- Fashion retail (3 years)
- Customer service (10+ years)
- associate (10+ years)
- Phone etiquette (5 years)
- Micros POS (6 years)
- Team work (10+ years)
- Front desk
- Public relations
- Leadership
- Retail sales (4 years)
- Search engines (3 years)
- Upselling (4 years)

Certifications and Licenses

Food Handler Certification

TABC Certified

Assessments

Filing & organization — Highly Proficient

April 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Highly Proficient](#)

Scheduling — Familiar

April 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Familiar](#)

Customer focus & orientation — Proficient

March 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Food safety — Familiar

March 2021

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness

Full results: [Familiar](#)

Attention to detail: Inventory — Completed

August 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [Completed](#)

Customer service — Familiar

April 2021

Identifying and resolving common customer issues

Full results: [Familiar](#)

Work motivation — Completed

March 2021

Level of motivation and discipline applied toward work

Full results: [Completed](#)

Customer service fit — Proficient

September 2019

Assesses personality traits that result in high-quality customer service.

Full results: [Proficient](#)

Work style: Reliability — Proficient

August 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Front desk agent (hotel) — Proficient

March 2021

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Proficient](#)

Retail customer service — Familiar

September 2020

Comprehending and responding to retail customer needs

Full results: [Familiar](#)

Supervisory skills: Motivating & assessing employees — Familiar

August 2019

Motivating others through feedback to identify improvements or corrective actions.

Full results: [Familiar](#)

Verbal communication — Highly Proficient

May 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Cashier skills — Familiar

March 2021

Counting cash, processing transactions, following written procedures, and attending to details

Full results: [Familiar](#)

Sales skills — Proficient

March 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

from 2010-2014 i was focused on school but have not quit finished yet do to financial issues