

# Jeffrey Brown

Milwaukee, WI 53233

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Friendly and enthusiastic worker looking to advance in every shape and form. I am looking to excel with great leadership and instructions so I can complete projects flawlessly and consistently meet management and customers expectations. I am committed to my team always and looking to build with them and customers.

Willing to relocate to: Madison, WI - Milwaukee, WI

Authorized to work in the US for any employer

## Work Experience

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### **Head Freshman Basketball Coach**

Bayview - Milwaukee, WI

September 2021 to Present

Mentoring training and conditioning freshman student athletes at Bayview high school.

### **Bartender/Server/Trainer**

Scene Lounge - Milwaukee, WI

March 2020 to Present

Greeting guest welcoming them to the establishment is the first part of the job I make drinks and take orders to send to the kitchen also sometimes grab the food out the window helping servers. I do prep set up an cleaning and break down when I close.

### **Bartender/Server**

Scratch Kitchen - Brookfield, WI

October 2021 to February 2022

- greet guests and deliver food to guest
- take orders, answers questions about the menu and food
- seat customers
- help keep area clean, wipe down tables and booth

### **Security Officer**

Allied Universal Security Services - Milwaukee, WI

September 2016 to January 2022

- Guarding entrances
- patrolling building grounds
- answering phones , monitoring cameras , doing computer entry logs for new employees and incidents or any building changes

### **Night Auditor**

Hamton Inn - Milwaukee, WI

September 2019 to December 2019

My position required me to come in check candy store sales than check guest log for who would be checking in and out print out receipts take signatures. At the end of the night turning over I would have to run end of day sales to put in data base for audits print everything out and put into files. Watch cameras help guest with any issues or information directions around the area. Also would have to set up a breakfast area for guest.

### **Manager**

Burger King - Milwaukee, WI  
April 2016 to April 2019

- Inventory management
- Cooking, order taking
- Task assigning
- Customer service

### **CREW / SHIFT LEAD**

Toppers Pizza - Milwaukee, WI  
September 2012 to May 2016

- Recommend new desserts, beverages and combos to customers
- Greet customers in a timely fashion, while quickly assisting them
- Supervise fellow coworkers while they work, teaching new employees
- Take orders, collect payments

### **Personal Care Assistant**

H.i.l home of independent living - Greenfield, WI  
June 2014 to October 2014

- meal prep
- Med checks
- Activity planing
- Grocery shopping
- House cleaning
- Social skill building

## Education

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### **High School Diploma**

Bradley Tech High School - Milwaukee, WI  
2010

## Skills

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- microsoft office (10+ years)
- powerpoint (10+ years)
- word excel (10+ years)
- Customer Service (4 years)
- Sales Experience (2 years)

- Cooking
- Food Preparation
- Math
- Meal Preparation
- Basic Math
- Microsoft Publisher
- Upselling (2 years)
- Security
- Cash Handling
- Restaurant Experience
- Caregiving
- Residential Cleaning
- Time management
- Food production
- Typing
- Microsoft Excel
- Inventory Control
- Bartending
- Food Handling
- Laundry
- Communication skills

## Certifications and Licenses

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### **cpr**

February 2015

### **Forklift Certified**

January 2016

### **First Aid CPR AED**

January 2016

### **usw**

November 2015

### **CPI**

June 2014

### **food handler certificate**

### **Security Guard**

## Assessments

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### **Verbal communication — Proficient**

January 2020

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

### **Logic & critical thinking — Familiar**

January 2021

Measures a candidate's ability to use logical approaches when solving problems.

Full results: [Familiar](#)

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

## Additional Information

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### SKILLS

- Cash handling/ Inventory data entry
- customer service
- basic math
- Microsoft Publisher, Word, Power Point
- shipping and handling
- mixologist