

Alex Jenkins
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Objective: To obtain an entry-level service position in the restaurant industry where I can utilize my customer service, computer and office, and leadership skills to help achieve company goals.

Customer service

- Served up to 20 customers per hour in a fast-paced work environment handling over \$1,000 during a daily work shift.
- Quality control experience with variety of perishable foods and condiments.
- Stocked cups, paper products, and food items to handle following day's business.
- Assisted management with customer concerns and problems in restaurant setting.
- Familiar with safety and sanitary regulations in the food service industry.
- Prepared food products with emphasis on visual customer appeal.

Computer and office

- Able to order products and track purchases using on-line tracking systems.
- Proficient with Microsoft Office suite including Power Point, Word, Excel and Outlook.
- Operated multi-lined telephone systems while taking messages for supervisor and staff.

Leadership

- Trained fellow employees on proper use of computerized cash registers.
- Coordinated activities for up to 30 students in a middle school setting.
- Maintained honor roll status at Peninsula High School with an accumulative grade point average of 3.6.
- Participated in varsity sports including water polo and swimming at Peninsula High School.

Education

Attending Peninsula High School in Gig Harbor, Washington (Class of 2006). Future plans include attending four-year college or university to study chemistry or forensic science.

Action Words and Phrases For Skills Resume

Possible skill categories

Office	Customer Service	Employee Training
Development	Construction	Maintenance
Leadership	Problem Solving	Desktop Publishing
Inventory Control	Administrative Support	Data Entry
Team Coordination	Facility Maintenance	Sales and Customer Contact
Material Handling	File and Records Control	Environmental Safety
Time Management	Mechanical	Project management
Quality control		

Action words

- Served
- Managed
- Handled
- Increased
- Prepared
- Supervised
- Verified
- Stocked
- Priced
- Developed
- Designed
- Scheduled
- Processed
- Negotiated
- Input Data
- Accounted for
- Authorized
- Analyzed
- Maintained
- Conducted
- Prioritized
- Controlled
- Implemented
- Coordinated
- Assisted
- Set up
- Ordered
- Operated
- Able to
- Trained
- Inspected
- Tracked
- Oversaw
- Calculated
- Performed
- Inspected
- Produced
- Delegated
- Organized
- Worked with
- Purchased
- Assisted
- Accounted for
- Billed
- Recordkeeping
- Taught
- Scheduled
- Delegated
- Ten-key
- Crew Lead
- Advertised
- Promoted
- Planned
- Edited
- Wrote
- Reported
- Multi-lined phones
- Data entry
- Fast-paced environment
- Records control
- Customer/vendor contact
- Troubleshooting
- Computerized cashiering
- Order processing
- Participated
- Recipient of
- Tutored
- Supported
- Controlled

