

Jane Doe
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Objective An entry-level management position in the food services industry committed to employee retention and development.

Education **Associate's Degree, Business Administration** *Expected: June 2009*
Community College of Rhode Island, Anytown
Related course work: Business management, ethics, business law, food-service management.

Skills

Management

- Associate scheduling and training.
- Oversee store closing and register balancing.
- Assist with supply ordering and associate performance reviews.
- Monitor workflow and allocate associates to different workstations accordingly.

Food Preparation

- Prepare and serve customer meals in fast-paced, high-volume environment.
- Responsible for kitchen and serving area sanitation.
- ServSafe certified.

Customer Service

- Operate front and drive-thru registers.
- Responsible for addressing customer complaints.
- Conduct customer surveys and compile results using Microsoft Excel.

Experience

Shift Supervisor, XYZ Fast Food *(9/2004 – Present)*
Kitchen Staff (Work-Study), XYZ Corporation *(9/2007 – Present)*

References available upon request.