

# Robert Smith

## *Fast-Food Crew Member*

### PERSONAL STATEMENT

Hardworking individual whose wide-ranging background includes 4 years in customer service. Focused on career choice and willing to go the extra mile to provide exceptional customer service.

### WORK EXPERIENCE

#### ***Fast-Food Crew Member***

**ABC Corporation - March 2015 - Present**

##### *Responsibilities:*

- Duties accurately measured ingredients required for specific food items.
- Maintained sanitation, health and safety standards in all work areas.
- Performed general maintenance duties, including mopping floors, washing dishes, wiping counter tops and emptying grease traps.
- Necessary steps to meet customer needs and effectively resolve food or service issues.
- Responsibilities conduct fast and good quality customer service and food in a timely manner.
- Assisted customers and prepare food, order counters, registers, and drive-thru windows.
- Focused on producing quality food and providing excellent customer service.

#### ***Crew Member***

**ABC Corporation - February 2013 - January 2015**

##### *Responsibilities:*

- Duties up-sold additional menu items, beverages and desserts to increase restaurant profits.
- Recorded customer orders and repeated them back in a clear, understandable manner.
- Correctly received orders, processed payments and responded appropriately to guest concerns.
- Carefully maintained sanitation, health and safety standards in all work areas.
- Closely followed standard procedures for safe food preparation, assembly and presentation to ensure customer satisfaction.
- Frequently washed and sanitized hands, food areas and food preparation tools.
- Performed general maintenance duties, including mopping floors, washing dishes, wiping counter tops and emptying grease traps.

### Education

High School Diploma - September 2011(Victor High School - Victor, MT)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

Customer Service, Data  
Entry, Computer,  
Mentoring

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)