

# **SKILLS**

Dependable Work Ethic

10 Optimistic Outlook

Receptive To Feedback

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**Effective Time Management** 

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Analytical Problem-solving Skills

Strong Numerical Skills

# **INTERESTS**

🖈 Surfing

Martial Arts

Community Service

Blogging

# **STRENGTHS**















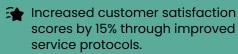


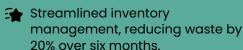
**English** 

German

Mandarin

# ACHIEVEMENTS





# OLIVIA SMITH

## **Hourly Manager**

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### PROFESSIONAL SUMMARY

Enthusiastic Hourly Manager with 2 years of experience in the restaurant sector, adept at enhancing team performance and operational efficiency. Skilled in fostering a collaborative environment and ensuring exceptional customer service. Committed to driving productivity and achieving business goals through effective leadership and strategic planning.

### 🔛 WORK EXPERIENCE

#### **Hourly Manager**

# Apr / 2024-Ongoing

#### **Seaside Innovations**

📮 Santa Monica, CA

- 1. Coordinated cooking staff assignments to optimize food preparation and cost efficiency.
- 2. Maintained accurate sanitation records in compliance with health regulations.
- 3. Trained new employees on operational procedures and customer service standards.
- 4. Monitored food inventory levels to minimize waste and ensure
- 5. Collaborated with management to develop effective promotional strategies.
- 6. Ensured adherence to safety protocols during food handling and preparation.
- 7. Assisted in scheduling shifts to ensure adequate coverage during peak hours.

## **Hourly Manager**

## Apr / 2023-Apr / 2024

#### Silver Lake Enterprises

**耳** Seattle, WA

- 1. Managed daily restaurant operations, ensuring smooth service and customer satisfaction.
- 2. Executed cash handling procedures and maintained accurate financial records.
- 3. Analyzed labor and sales data to optimize staffing and improve profitability.
- 4. Opened and closed the restaurant, ensuring all operations were conducted efficiently.
- 5. Conducted regular staff meetings to communicate expectations and address concerns.
- 6. Documented employee performance and addressed issues in line with company policies.

### 🔛 EDUCATION

## Associate of Applied Science in **Culinary Arts**

Apr / 2022 2023

#### Culinary Institute of America

**耳** Seattle, WA

Gained hands-on experience in culinary techniques and restaurant management.