

# Robert Smith

## *Sr. Order Taker*

### PERSONAL STATEMENT

Obtain a position that will best utilize knowledge and experience while allowing me to gain new insight and perspective in the industry field. Meeting and helping people with their concerns is a challenge.

### WORK EXPERIENCE

#### *Sr. Order Taker*

**ABC Corporation - November 2013 - May 2014**

##### *Responsibilities:*

- Worked with multiple different people, and always did what the customer needed.
- Worked everywhere on the floor, may it be taking order through the drive-thru, or front counter, also cooked if needed and back the food in the bag.
- Learned to keep a smile on face no matter how hard the job may have been.
- Worked with other crew members, be patient, keep calm no matter the circumstance, and how to deal with a bad situation.
- Requested customers orders and depressed keys of multicounting machine.to.simultaneously record order and compute bill.
- Notified kitchen personnel of shortages and special orders.
- Pressed libs onto beverages and placed beverages on serving tray or in takeout containers.

#### *Order Taker*

**Delta Corporation - 2012 - 2013**

##### *Responsibilities:*

- Took orders, bagged food.
- It was a customer first time being at Panera bread .
- so I guide them around the
- menu and helped them with they needed help with.
- Skills Used Fast pace , great communication skills and bringing a warm smile .
- Ran cash register Prepared orders Ensured customer satisfaction.
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Diploma in High School - 2011(Boles ISD - Quinlan, TX)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Computer, Retail Sales,  
Cashier, Customer  
Service.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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