**FIRST NAME LAST NAME**  
City, State|Phone number | email address

**PROFESSIONAL EXPERIENCE**   
**Operations Assistant/Trainer** May 20XX-November 20XX   
*McCormick and Schmick’s Restaurant* Kansas City, Missouri

* Provide excellent service for restaurant ensuring smooth back of house operations
* Trained 3 new staff members on multiple restaurant procedures using strong communication and motivational techniques
* Coached employees on cleanliness, safety, and effectiveness
* Recognized by supervisor for strong organizational and leadership skills

**Operations Assistant/Trainer** July 20XX-January 20XX  
*Gram and Dunn Restaurant* Kansas City, Missouri

* Resolved staffing shortages during high volume service hours to increase efficiency by intentionally arranging staff based on strengths
* Collaborated with a team to provide excellent hospitality
* Assisted team members with workload demonstrating initiative and strong teamwork

**Cook Assistant** February 20XX-May 20XX  
*Family Heart Daycare* Kansas City, Missouri

* Planned and prepared meal schedule to create a well-rounded diet and snacks for 12 children; tracked dietary restrictions and allergies
* Developed system for storing and serving meals and snacks that led to encourage orderly meal-times
* Maintained facilities including lawn, landscaping, and interior cleaning

**Cook Assistant** August 20XX-March 20XX  
*Chipotle* Kansas City, Missouri

* Confirmed accuracy of orders to provide excellent customer service and reduce product loss
* Communicated with customers to provide accurate ingredient information, reducing allergic reactions and increasing customer satisfaction

**VOLUNTEER EXPERIENCE**   
*Maintenance & Operations*- Kansas City Church of Hope, Kansas City, MO, June 20XX-Present

**EDUCATION**

Associates of Arts Degree, Metropolitan Community College, May 20XX