

# Britney Minix

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0404359506



4 Bond Close Crib Point, Victoria Australia

## Objective

- To obtain a better understanding of the health industry and develop stronger human relationships within the facility.
- To utilize extraordinary listening skills in the work place.
  - Following instructions of superiors in able to learn all ability.

**Key Words**  
taking university of saint francis  
customers learn were closed classes  
entry skills sorted  
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## Employment History

- October 2009 - Current **Bar and Bistro** Crib Point, VIC  
Kitchenhand
- Helped in preparing meals on the spot as they were ordered.
  - Washed dishes at a consistent pace in order to achieve cleanliness and tidiness.
  - Loaded, washed, and unloaded both washer and dryer with used towels and aprons.
  - Closed kitchen at the end of the night.
    - Sweeping, mopping, taking out trash.
- August 2008 - December 2008 **University of Saint Francis** Fort Wayne, IN  
Office Assistant (Financial Aid Department-Work Study Program)
- Sorted , organised and filed papers.
  - Answered the phones, provided information to the public, and relayed messages to the staff.
  - Assisted in; billing programs, data entry programs, and general office management programs.
- May 2007 - June 2009 **Loghouse Restaurant** Argos, IN  
Hostess/Waitress
- Greeted customers with a friendly smile and salutation.
  - Worker register and distributed proper change.
  - Tended to customers to ensure their stay was pleasant.
  - Was helpful in questions regarding the menu.
  - Cleaning up after all individuals including children and the elderly.
  - Closed restaurant with other team members.
    - Sweeping, mopping, vacuuming, taking apart the salad bar, clearing tables, restacking table assentuals, and counting the til.

## Education

- August 2008 - May 2009 **University of Saint Francis** Fort Wayne, IN  
Studied towards a degree in graphic design
- Classes were mostly geared towards art and enabled me to learn and grow in an artistic way.
    - 2D Design, Drawing, Advanced Drawing, Painting, and Graphic Design.
  - Additional classes included; English, Geometry, Religion, and Reading.

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