

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
Similar Resumes

Employment History

- | | | |
|--------------------------------|--|-----------------|
| October 2009 -
Current | Bar and Bistro
Kitchenhand | Crib Point, VIC |
| | <ul style="list-style-type: none">• 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.<ul style="list-style-type: none">• Sweeping, mopping, taking out trash. | |
| August 2008 -
December 2008 | University of Saint Francis
Office Assistant (Financial Aid Department-Work Study Program) | Fort Wayne, IN |
| | <ul style="list-style-type: none">• 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
Hostess/Waitress | Argos, IN |
| | <ul style="list-style-type: none">• 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.<ul style="list-style-type: none">• 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
Studied towards a degree in graphic design | Fort Wayne, IN |
| | <ul style="list-style-type: none">• Classes were mostly geared towards art and enabled me to learn and grow in an artistic way.<ul style="list-style-type: none">• 2D Design, Drawing, Advanced Drawing, Painting, and Graphic Design.• Additional classes included; English, Geometry, Religion, and Reading. | |

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