

ELIZA JURZYK

10 NOD ROAD PLAINVILLE, CT 06062 | (860) 329-5821 | JURZYKE@YAHOO.COM

WORK EXPERIENCE

SHIFT MANAGER/STAFF | NOODLES & COMPANY | JUNE 2015 – CURRENT | (860) 426-3500

- MANAGEMENT Oversee, motivate and lead a team of employees, open/closing procedures including day prep, generating next day prep sheet, cash counting and deposits, inspecting restaurant for cleanliness standards, analyzing sales, variance and waste data.
- BOH food prep (kitchen float - saute, grill, silverbowl and noodle stations) and dish expo to ensure guests receive quality products.
- FOH Provided excellent customer service and problem-solved guest issues. Register, serving and keeping orders organized during high-volume sale hours.
- CATERING prepared, delivered and set-up catering orders.
- Reduced variance and waste costs for the location, performed audits and inventory counts.
- INTERNSHIP completed for General Management, where ordering, inventory, auditing and scheduling were practiced and reviewed.
- Covered shifts at other locations in various stations when asked.

ASSISTANT/RECEPTIONIST | DOCTOR'S WEIGHT LOSS CENTER | AUG 2017 – MAY 2018

- Intake patients, process payments, ensure correct order for medications is fulfilled and appointments run smoothly. Oversee a team of medical assistants. Perform various miscellaneous office tasks.

DEPARTMENT HEAD/R&D | TASTY SPOON | JULY 2017 – FEBRUARY 2018 | (727) 459-7182

- HEAD OF DEPT: CAFE performed ordering through prediction of sales, inventory and audits for department, and setting up standardization techniques and organizational layouts for other employees to follow with ease.
- RESEARCH AND DEVELOPMENT for new menu items – Continuously generated and worked on new menu items for Café Dept as well as BOH, creating prototypes for testing and using data collected to make adjustments necessary to achieve an "emotional response" upon tasting. Responsible for the process of idea generation, trials/testing/tweaking, followed by costing, pricing and nutritional analysis/creating nutritional labels for each product.
- QUALITY CONTROL: inspected final products to meet high standards of presentation, variance ranges of product weight, and taste.
- GENERAL MANAGEMENT: day to day store operations including opening/closing, assisting customers with orders and inquiries about products/brand, preparing fresh products to order in the café department, juggling multiple orders and customers, maintaining cleanliness, aiding other departments with production of product, organizing.
- PREP/STANDARDIZATION: Preparation and packaging of food items in a systematic and standardized manner. Produced a guideline/visual flipbook to follow to standardize procedures for other employees upon being promoted. The guide required specific plating criteria including limited variance of weights of ingredients and final product, visual plating standards and procedures to follow for food safety compliance.
- MARKETING: ventures in various fitness clubs to promote products by sampling, interacting with people and creating leads to build a larger customer base, then following up with them in-store and building a package to suit their personal needs and wants.
- TEAMWORK: worked with co-workers in other departments of building, maintained communication verbally through check-ins as well as a communication booklet.
- WEB: worked with and updated Squarespace website
- Set up and maintained an Aerogarden

- Worked with Grubhub, Bitesquad, as well as in-store and phone orders.
- Miscellaneous business tasks to aid owner in brand-building.

Additional work history available upon request

SKILLS & ABILITIES

- ServSafe Food Manager Certification
- Software proficiency: Toast POS, ORCA, Recipal, Squarespace, Excel, Word/Office
- Fluent in English and Polish, intermediate in French

EDUCATION

TUNXIS COMMUNITY COLLEGE | 2014 - 2018

- Major: Business Administration | GPA: 4.0

TRIDENT TECHNICAL COLLEGE | 2013

- Major: Hospitality/Business Administration | GPA: 4.0

COASTAL CAROLINA UNIVERSITY | 2012 - 2013

- Major: Resort Tourism Management/Business Administration | GPA: 3.7