

Madison King

814-270-7447 | Maddiek5941@gmail.com | 324 Juniata Street, Boswell, pa

Summary

- Manager with 2 years of experience directing staff and maintaining a pleasant customer service environment
- Proven track record of improving efficiency and profitability.
- Proven track record of maintaining professional standards and being respected for workmanship

Experience

Oakbrook Golf Course | Stoystown, PA

Cart Girl | 07/2020 - Present

- Clean and park golf carts
- Stock regular drink coolers
- Stock Beer cooler
- Take out trashes
- Clean up driving range

Oakbrook Golf Course | Stoystown, PA

Restaurant Manager/Server | 04/2018 - Present

- Recruit new employees as waitresses/waitors and cooks.
- Place product food orders weekly including 15 cases of food.
- Place product and supply orders weekly.
- Executed company policies, procedures, and safety standards to ensure the proper cleanliness and safety of the kitchen and restaurant.
- Offered strong customer service skills, keeping customers satisfied and increasing sales.
- Provided customer service and was involved in training [x] new team members
- Prepped food and services for Golf outings and dinners
-

Boswell Volunteer Fire Department | Boswell, PA

Social Member | 02/2021

- Volunteer at weekly sunday night bingos
- Volunteer at fundraiser dinners throughout the year
- Bake desserts for dinners

Skills

Customer service, Food service, Communication skills, Restaurant experience, Time management, Microsoft word, English, Leadership, Guest services

Education

Pennsylvania West California | California , pa

Criminal Justice | 01/2023

- 3.56 GPA
- Deans List
- Major in Criminal Justice
- Focus in Homeland and International Security
- Currently completing an Internship at Somerset County Probation
- Currently enrolled in a Seminar in Criminal Justice Course

Pennsylvania Highlands Community College | Somerset, Pennsylvania

Criminal Justice | 05/2021

- 3.4 GPA
- Deans List
- Majored in Criminal Justice

- Associates Degree in Criminal Justice
- Federal Work Study for the Somerset Campus
- Student Activities Club
- Volunteered at Somerset Humane Society