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TAMEKA THELISNORT

Professional Summary

Hardworking employee enthusiastic about learning business/marketing field inside and out. Pursues opportunities to learn new skills and contribute to group success. Offers strong administrative, relationship-building and problem-solving abilities.

Work History

Carrabba's Italian Grill - Server Support/Host/Carside/Delivery Driver

Port Saint Lucie, FL

11/2022 - Current

- Maintained upbeat, positive attitude in busy, customer-focused environment.
- Completed on-time deliveries by choosing best and most efficient routes.
- Completed rush deliveries on tight timetables to satisfy customer needs.
- Worked scheduled hours as required and took on available shifts during holidays and busy periods.
- Managed customer inquiries and complaints in polite and professional manner.
- Supported servers, food runners, and bussers with keeping dining area ready for every guest.
- Took reservations and to-go orders by phone, answered customer questions, and informed of accurate wait times.
- Served food and beverages promptly with focused attention to customer needs.
- Maintained clean and organized dining areas to uphold restaurant hygiene standards.

GraceKids - Caregiver

Port Saint Lucie, FL

02/2018 - 07/2023

- Set up and clean up classroom
- Prepare lessons and crafts for children
- Check in and check out children from classroom
- Attend to children's daily needs

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📍 Atlanta, GA 30318

Skills

- Market Planning and Execution
- Sales and Marketing Methods
- Digital Media
- Front- and Back-Of-House Coordination
- Organization and Time Management
- Servsafe Certified
- Drink Orders and Service
- Youth Programming
- National Food Registry Certified
- Microsoft Word, Excel, PowerPoint Certified

Education

05/2023

Fort Pierce Central High School

Fort Pierce, FL

High School Diploma

- NUCA Scholarship Recipient
- Relevant Coursework: Culinary Arts & Hospitality
- 4.0 GPA
- Ranked in Top 5% of class
- Extracurricular Activities: Basketball, Basketball Cheer, Dual Enrollment
- Elected to Vice President for [Student Organization] in 2022 & 2023
- Honoree of High Honors

Boys & Girls Club of St Lucie - Program Specialist

Port Saint Lucie, FL

10/2021 - 06/2023

- Create activities for children 5 years and up for groups of 80 kids+
- Create and control a safe environment for the children
- Emotional support to children in need
- Worked alongside other professionals to outline and implement program plans and objectives.

Dunkin Donuts - Crew Member

Port Saint Lucie, FL

03/2021 - 10/2021

- Run front counter purchases
- Take drive-thru orders
- Prepare meals and drinks
- Clean and restock all items
- Close store to prepare for the morning crew
- Worked well with teammates and accepted coaching from management team.

05/2023

Indian River State College

Ft. Pierce, FL

Associate of Arts: Marketing/Finance

Certifications

- Autism Awareness Trained
- Chef Departe of Side Dishes in Culinary ¾ Class
- National Registry of Food Safety Professionals Certified Food Safety Manager
- ServSafe Industry Certified