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## Objective

To be an accounting professional

## Skills & Abilities

### COMPUTER PROGRAMS

- Quickbooks
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Intuit Pro

### COMMUNICATION

- Excellent Customer Service Skills

### LEADERSHIP

- Trainer for new employees (cooks and servers)

## Experience

### KITCHEN MANAGER | MCDONALDS | OCTOBER 2020 – FEBRUARY 2021

- Count inventory
- Perform Food Safety Tests
- Direct Kitchen staff
- Train new crew members
- Verify deliveries
- Flex in when necessary
- Count shift waste

### MANAGER | DOG WORLD OF MOULTRIE | JUNE 2018-SEP 2020

- Run day to day operations
- Order inventory and supplies
- Write checks for inventory and supplies
- Hire and train employees
- Reconcile register
- Make deposits
- Keep a daily, weekly, and monthly journal of sales and expenses
- Keep a daily, weekly, and monthly journal of inventory used

**MANAGER | 3 SQUARES DINER | JUNE 2017-MAY 2018**

- Run day to day operations
- Order inventory and supplies
- Write checks for inventory and supplies
- Hire and train employees
- Reconcile register
- Make deposits
- Keep a daily, weekly, and monthly journal of sales and expenses
- Keep a daily, weekly, and monthly journal of inventory used
- Shift Change

**SERVER/COOK | 3 SQUARES DINER | MAR 2013-JUNE 2017**

- Primary third shift waitress
- Fill in cook
- Shift change
- Reconcile register
- Shift/daily audit

**Volunteer Work****GUIDE | PAVO HAUNTED HOUSE | OCT 2017-PRESENT**