

ABIGAIL BAIR

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Objective

To obtain a job as a server/hostess.

Summary of Qualifications

- Pursing a degree in Hospitality Management
- Long-time interest in hospitality and working in customer service
- Worked under HIPAA in more than one job setting
- Well-organized and very responsible with managing employees and schedules
- Number one strength in the Clifton Strength finder is Responsibility

Education

College

Currently attending Johnson County Community College, Overland Park, Kansas
Associate of Applied Science Degree in Food and Beverage Management in the Hospitality program

Planning to Graduate December 2015

High School

Graduated from USD #416 in May 2013

Relevant Skills

FOOD SERVICE

- Took orders and served tables during school at Pizza Hut
- Worked the front end and handled customer service at McDonalds
- Did meal planning and preparing for a family with children for three years
- Trained new employees meal planning
- Plan and prepare all church meals for over 25 people weekly
- Filled trays and supplied hospital floors with food daily
- Input diet orders into paper charting system and organize patient menus

BUSINESS

- Oversaw and organized weekly notes and timesheets
- Worked front desk and telephone customer service
- Assisted in scheduling and billing
- Organized all paper medical record charting under HIPAA guidelines

Employment History

Directory of Hospitality	Lutheran Campus Ministry	01/15-Present
Food Service Employee	LMH/Unidine	06/14-12/14
Line Cook	Limestone Pizza Kitchen	03/14-06/14
Office Assistant/Intake Scheduler	BrightStar Home Health	07/13-12/13
Nanny	Johnson Family	11/09-05/13
Server	Pizza Hut	10/11-02/12