

PROFESSIONAL RESUME LANGUAGE



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BEFORE: Put away dishes.

AFTER: Maintained sanitary work conditions by sterilizing cookware. Organized and restocked cleaned items in grill line and serving station.

BEFORE: Stocked shelves.

AFTER: Organized company stock to ensure accurate inventory and increase employee efficiency.

BEFORE: Answered telephone and forwarded calls.

AFTER: Ascertained the nature of each incoming call and forwarded to appropriate department/individual for more detailed follow-up. Utilized quality telecommunication skills to address customer concerns over the phone.

BEFORE: Kept people from stealing things.

AFTER: Employed company loss prevention techniques to improve consistency with inventory. Assisted with reduction of missing and damaged merchandise by 15% over the duration of employment.

BEFORE: Mowed lawns.

AFTER: Operated company lawn care equipment to create and maintain well-manicured properties. Cleaned and serviced tools and equipment. Adhered to contracts and completed projects within given budget and time guidelines.

BEFORE: Babysit kids.

AFTER: Supervised the health and well-being of three children, ages 1-5. Facilitated art projects to increase fine motor skills as well as shape and color recognition. Prepared nutritious lunches and snacks daily.

BEFORE: Watched over pool.

AFTER: Closely monitored community swimming pool to ensure well-being of all visitors. Enforced pool policies and regulations to maintain safety and security of children and adults present.

BEFORE: Coached soccer.

AFTER: Taught soccer rules and regulations to children, ages 8-10 years. Facilitated practice drills and conditioning training prior to and during the season. Educated youth on importance of nutrition, proper conditioning, and good sportsmanship.

- BEFORE:** Put away files.
AFTER: Organized client files to ensure confidentiality and easy future accessibility.
- BEFORE:** Led camp activities.
AFTER: Instructed group of nine 10 year olds in activities such as knot making, team building, and arts and crafts.
- BEFORE:** Took customer orders.
AFTER: Demonstrated quality customer service skills when discussing meal options and dining experience satisfaction with restaurant guests.
- BEFORE:** Washed dishes.
AFTER: Maintained sanitary work conditions by sterilizing cookware.
- BEFORE:** Prepared food.
AFTER: Prepared satisfying meals for customers by utilizing company guidelines. Adhered to FDA regulations in preparing and serving food. Customized orders according to customer specifications or requests.
- BEFORE:** Worked cash register.
AFTER: Operated POS (Point of Service) computer system and handle inside sales transactions. Conducted accurate financial transactions with customers and maintained a balanced cash drawer, ranging between \$250-\$3,000 per shift. Tracked and resolved cash register discrepancies.
- BEFORE:** Took money at door. Kept fights from breaking out.
AFTER: Collected cover charge from all customers, ranging between \$75-\$750 per shift. Utilized appropriate identification cards to determine legal age for all customers. Alleviated crowd control with individuals under the influence. Adhered to fire codes and occupancy guidelines for establishment. Communicated with local and state authorities as needed.
- BEFORE:** Waited on customers.
AFTER: Addressed customer concerns/questions. Provided valuable product and consumer information towards purchases. Educated customers on accessories to compliment or enhance operation or appearance of merchandise.
- BEFORE:** Planned events.
AFTER: Coordinated recreational, educational and social events around specific themes. Collaborated with colleagues to cosponsor and promote larger events, with 100-300 individuals in attendance..
- BEFORE:** Assisted with inventory.
AFTER: Accurately generated purchase orders for store-wide inventory. Conducted monthly inventory. Created loss and damage reports, never exceeding 5% of overall inventory.
- BEFORE:** Trained employees.
AFTER: Trained 5-7 new employees monthly in customer service and cash register operation. Provided information and answered questions on company policies and procedures.