Faith Elyardo

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Work Experience

Toast, richmond va December 2022 – October 2022

Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop

- Inspect dining and serving areas to ensure cleanliness and proper setup.
- Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed.
- Assist other restaurant workers by serving food and beverages, or by bussing tables.
- Answer telephone calls and respond to inquiries or transfer calls.
- Greet guests and seat them at tables or in waiting areas.
- Assign patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seatings.
- Provide guests with menus.

Home depot, richmond va July 2022 – December 2022

Cashiers

- Establish or identify prices of goods, services, or admission, and tabulate bills, using calculators, cash registers, or optical price scanners.
- Maintain clean and orderly checkout areas, and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Assist customers by providing information and resolving their complaints.
- Greet customers entering establishments.
- Supervise others and provide on-the-job training.
- Issue receipts, refunds, credits, or change due to customers.
- Help customers find the location of products.
- Answer customers' questions, and provide information on procedures or policies.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.

The Westmont, richmond va October 2023 – April 2024

Food Servers, Nonrestaurant

- Carry food, silverware, or linen on trays or use carts to carry trays.
- Record amounts and types of special food items served to customers.
- Stock service stations with items, such as ice, napkins, or straws.
- Prepare food items, such as sandwiches, salads, soups, or beverages.
- Determine where patients or patrons would like to eat their meals and help them get situated.
- Monitor food preparation or serving techniques to ensure that proper procedures are followed.
- Remove trays and stack dishes for return to kitchen after meals are finished.
- Take food orders and relay orders to kitchens or serving counters so they can be filled.
- Load trays with accessories, such as eating utensils, napkins, or condiments.
- Examine trays to ensure that they contain required items.
- Monitor food distribution, ensuring that meals are delivered to the correct recipients and that guidelines, such as those for special diets, are followed.
- Clean or sterilize dishes, kitchen utensils, equipment, or facilities.
- Place food servings on plates or trays according to orders or instructions.

Dillards, richmond va October 2023 – Present

Sales associate

- Place special orders or call other stores to find desired items.
- Watch for and recognize security risks and thefts and know how to prevent or handle these situations.
- Inventory stock and requisition new stock.
- Exchange merchandise for customers and accept returns.
- Ticket, arrange, and display merchandise to promote sales.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Answer questions regarding the store and its merchandise.
- Prepare merchandise for purchase or rental.
- Compute sales prices, total purchases, and receive and process cash or credit payment.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Greet customers and ascertain what each customer wants or needs.

Education

Freeman High School, Henrico,Va September 2019 – June 2022
High School

Reynolds community college , Henrico,Va August 2022 – May 2025
Associate, Social Science

Skills

- Loss Prevention
- Product Knowledge
- Merchandising
- Customer Engagement
- Hospitality Management
- Public Relations
- Customer Complaint Resolution
- Food Services
- Selling Techniques
- Marketing
- General Mathematics
- Cash Handling
- Guest Relations