

Lillian L. Shallenberger

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OBJECTIVE

To complete any tasks assigned to me in a timely and efficient manner, and to maintain a clean and organized storespace by following the guidelines I am given. I enjoy working hard and keeping my time as occupied as possible.

EXPERIENCE

Burger King, Fairview PA — Crew Member / Assistant Manager

Mar 2015 - Feb 2018

Food Assembly and Preparation. Dating food products and keeping the store well-stocked. Operating, monitoring, and counting cash registers. Receiving truck orders. Operating and training crew members on different machinery and procedures. Cleaning and maintaining equipment. Completing closing tasks (counting inventory, completing bank deposit, closing paperwork, leaving a spotless and well-stocked store for the opening crew) Monitoring labor and sales throughout the day and running my shifts as efficiently as possible, keeping employees on task while remaining well-natured and fair.

G & S Safety, Mckean PA — Graphic Designer

Jan 2016 - June 2018

Designing advertisements, Updating and designing catalog, Product photography, file organization/backup, designing logos and screen-printing templates.

Lowe's, Erie PA — Cashier

June 2018 - June 2019

Operating register, upselling products, cleaning workspace, top-stocking inventory, excellent customer service.

Crossroads Dinor, Edinboro PA — Dishwasher / Food Prep / Cleaning & Maintenance

June 2019 - current

Opening tasks (sweeping and mopping each room, stocking bathrooms, stocking dishware and silverware) Cleaning and putting away dishware, cleaning equipment, basic food prep (soups, sauces, dressings, cutting fruits/vegetables, etc)

EDUCATION

Fairview Highschool, Fairview — *Highschool Diploma*

K - 12 Graduated May 2017

Edinboro University, Edinboro — *Bachelors in Graphic Design*

Aug 2017 - current

CERTIFICATIONS

Servsafe Certified 2017

OSHA Certified 2016