

## RICHARD BURTON

### ACCOMPLISHMENTS

I have worked since I was a freshman in high school. I am a hard-working, a reliable employee, with extensive customer-service, natural leadership skills and training experience in a variety of settings. I have a strong work ethic, compliant with rules, policies and laws. I have experience and competence in a high-volume, fast-paced environment with the ability to work well independently or as part of a team. I have strong mathematical skills and am a quick learner.

### SKILLS & ABILITIES

- Food Preparation
- Restaurant Experience
- Serving Experience
- POS
- Host/Hostess
- Training & Development
- Cooking
- Computer skills: Microsoft Office, Microsoft Powerpoint, Busser

### PROFESSIONAL EXPERIENCE

#### WAITER, CHEESECAKE FACTORY, HOUSTON, TX

April 2023 - Present

- Perform opening and closing procedures according to station rotation assignment
- Perform cashier functions by closing checks and preparing end of shift paperwork
- Performed other duties as requested by management

#### WAITER, LONGHORN STEAKHOUSE, SUGARLAND, TX

2021 - 2023

- Memorized menu and appropriate wine pairings with the entrée
- General waiter and host activities

#### WAITER AND HOST, OUTBACK STEAKHOUSE, COON RAPIDS, MN

2018 - 2021

- Frequently asked to train in new employees
- One of the last to be laid off due to COVID work slowdown (February 2021)

#### LINE COOK/CUSTOMER SERVICE, HY-VEE, BROOKLYN PARK, MN

2017 - 2018

- Taught how to be a line cook in the store's café
- Became safe service certified

### EDUCATION

CHAMPLIN PARK HIGH SCHOOL —CHAMPLIN, MN —DIPLOMA

### CERTIFICATIONS

FOOD HANDLE CERTIFICATION AND SERVESAFE