

Kennedi J. Brooks
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SUMMARY OF QUALIFICATIONS

Over 7 years of retail sales and customer service experience, as well as 3 years of experience in hospitality services. Within these years of experience, I have improved my communication and organizational skills, as well as my critical thinking ability. I am proficient in all Windows OS and Microsoft Office Suite. I also have excellent analytical, supervisory, and interpersonal skills.

EDUCATION

3.0 GPA, High School Diploma – May 2018
Glen Oaks Magnet High School – Baton Rouge, Louisiana

PIMA Medical Institute – Currently Enrolled

WORK EXPERIENCE

McCormick & Schmick's, Houston, TX- March 2023- November 2023 *Bartender/Server*

- Ensured timely delivery and presentation of food and beverages to guests.
- Record the liquor sale and collect the cash for beverages.
- Maintain the record and place orders well in advance.
- Ensured a clean working environment for guests and employees.
- Stock bar with beer, wine, liquor, and related supplies such as ice, glassware, etc.

Ebony Foods and Music, Houston, TX- January 2022 - January 2023 *Bar Manager*

- Retail Front-End Operations
- Drawer Balancing
- Cashier Register Transactions
- Store Opening & Closing Procedures
- Stocking & Merchandising
- Inventory Management
- Complaint Resolution

Pappadeaux Seafood Kitchen, Houston, TX- January 2019 - January 2022 *Server/Bartender*

- Resolve problems or discrepancies concerning customers' issues.
- Balance currency, coin, and checks in cash drawers at the end of shifts.
- Welcomes new employees to the organization by conducting orientation.
- Maintains quality service by following organization standards.
- Assisted host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.

