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| **KAITLIN HENDERSON**  3501 Ross Avenue Apt 2014, Dallas, TX 75204  [ktyhenderson@outlook.com](mailto:ktyhenderson@gmail.com)  Phone: (469) 478 - 1668 |

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| **Objective** | Excellent employee with superior work ethic and excellent relationships with customers, employees, vendors and contractors. |
| **Skills & Abilities** | * Reliable and punctual * Accurate Cash handling * Neat, clean, and professional appearance * Deliver exceptional customer service * Proven leader | Reliable Team worker * Engaging personality |
| **Employment** | **Veterans Canteen Service (VCS)**  **4500 S Lancaster Road, Dallas, TX 75216 | 214-827-0967**  **Cashier/Supply Clerk**  **Supervisor: William Williams, Canteen Chief**   * Handled all cash and credit card transactions. * Responsible for researching discrepancies between inventory reports and on-hand inventory. * Communicated with staff on inventory records. * Examined merchandise to verify that it was correctly priced and displayed. * Pulling and stocking merchandise. * Ensuring supplies and merchandise are placed on the floors. * Inventory all merchandise. * Maintained smiling and good attitude with every customer * Excellent customer service * Addressed all complaints calmly and swiftly   **McDonald’s**  **3802 Gaston Avenue, Dallas, TX 75246 | 214-827-4021**   * Handled all cash and credit card transactions * Delivering orders from kitchen to counter customers * Maintained smiling and good attitude with every customer * Excellent customer service * Addressed all complaints calmly and swiftly   **McDonald’s**  **109 Harris Avenue, Red Oak, TX 75154 | 972-617-2282**   * Handled all cash and credit card transactions * Worked on rotating shifts * Delivering orders from kitchen to counter customers * Maintained smiling and good attitude with every customer * Addressed all complaints calmly and swiftly * Performed numerous cleaning duties and lifting |
| **Education** | **DeSoto high School,** Desoto, TX 75115  **University of Houston**, Houston, TX – 8-2019  Major: AFROTC, Health |
| **Leadership** | * 2019 - DeSoto ISD CNA certificate * 2016 – 2017 Member of the Phi Theta Kappa Honor Society – Cedar Valley College * 2017 - Barbizon Model * 2017 Medical Internship Red Oak Nursing Home and Charlton Methodist Hospital * 2016 – 2017 Member of DeSoto High School Student Council * 2015-2017 Member of the Delta G.E.M.S – Mentoring program |
| **Reference** | **Rudy Jackson, Mentor** |18 years acquainted |469-569-6612 |