



LINDSAY KELLY

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EXPERIENCE

Hostess

April 2021 - Current

Annie's | St. Anne de Bellevue, Quebec

- Resolved customer concerns and handled requests with professionalism.
- Moved and arranged tables, chairs, and settings for groups with special needs or large numbers.
- Memorized and promoted menu items, daily specials, and drink options.
- Verified table cleanliness and tableware settings before seating guests.
- Checked menus for cleanliness and proper presentation.
- Served take-out customers and managed curbside delivery service.
- Kept customers happy, seating each quickly and always resolving complaints to complete satisfaction.

Line Cook

April 2021 - Current

Annie's | St. Anne de Bellevue, Quebec

- Prepared recipe ingredients, including chopping vegetables and creating sauces.
- Supported kitchen operations by restocking and preparing stations with necessary supplies and equipment.
- Avoided waste and produced consistent results by memorizing recipes, portion sizes, and plating techniques.
- Helped chef and sous chef, carrying out orders and monitoring performance of kitchen staff.
- Kept stations clean by removing spills and disposing of leftover food.
- Stayed busy at all times, efficiently handling rushes and using slow periods to clean, prep ingredients and restock supplies.
- Produced consistent dish quality using established recipes and cooking expertise.

Assistant Synchronized Swimming Coach

June 2019 - August 2019

Sunnyside Summer Pool | Dollard des Ormeaux, Quebec

- Customized instruction strategies based on knowledgeable evaluations of students' abilities.
- Improved students' abilities by demonstrating techniques in easily understood manner.
- Avoided injuries by carefully monitoring students and pool environment.
- Adjusted coaching techniques, based on strengths and weaknesses of athletes.
- Planned, organized, and conducted practice sessions.

Babysitter

February 2017 - June 2021

Private | Montreal, Quebec

- Fed children nutritious meals and snacks.
- Maintained set schedules for mealtimes, baths, and bedtimes.
- Helped children with homework and assisted with studying for tests.
- Put away toys and games and cleaned up play areas.
- Protected children by monitoring behaviors and maintaining safety at all times.
- Kept home environment neat, clean and optimal for children's development.

Summer Student Intern

May 2019 - August 2019

Everypoint Logistics | St.Laurent, Quebec

- Learned processes through training and job shadowing.
- Learned popular software and applications for future business use.
- Collaborated with both internal and external entities on assigned projects.
- Developed important research skills, initiative, and appreciation for knowledge.
- Worked well with leaders and instructors, following standard practices and procedures.

EDUCATION

GED

June 2021

St. Thomas High School, Pointe Claire, Quebec

SKILLS

- Prep work
- Customer service
- Relationship building
- Positive and professional
- Schedule management
- Activity planning

PROFESSIONAL SUMMARY

Mature individual offering transferable skills set complimentary to any future position requirements. Adapts easily to new situations, company cultures, and work processes. Honest, friendly and ethical employee eager to be considered for an open position within your company.

ADDITIONAL INFORMATION

Interest and activities:

- I love to write along with read
- I do volunteer work on multiple occasions
- I love to travel and become invested in new cultures
- Art is a hobby of mine I truly enjoy.

Certification, Affiliation, Membership, Additional Training:

I have attended both Jr and Sr Leadership programs

I have also completed multiple online courses for social media marketing and business management which I have received certificates.