

Linda Belcher

Seymour's Bay, NJ 08722
123-456-7890 | linda.belcher@example.com

Skills

Managing Inventory	Record Keeping
Customer Engagement	Staff Supervision
Accounting	Food Safety
Organization	Cash Handling
Verbal Communication	Problem-Solving Skills

Work Experience

Co-Owner | 04/2012 – Present

Bob's Burgers | Seymour's Bay, NJ

- Managed detailed business records including expenses, inventory, and personnel files.
- Delegated tasks to staff by communicating instructions concerning job duties and expectations.
- Provided excellent customer service by adhering to food safety standards and addressing concerns as needed.
- Operated Point of Sale systems and balanced daily accounts as part of End of Day procedures.

House Manager/Caregiver | 02/2010 – Present

Self-Employed | Seymour's Bay, NJ

- Created schedules to establish daily living habits, including feeding, dressing, and bathing.
- Coordinated enrichment activities with fellow children and guardians.
- Taught early childhood basics including counting, reading, and social competency.
- Maintained an orderly household through excellent spatial organization and adherence to strict cleaning and sanitation standards.

Education

High School Diploma
Wagstaff High School