**Nigel H. Arthur**

70 e 5st Ave | Broomfield, CO 80020 | (235) 294-4588

EMPLOYMENT HISTORY

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| **Food Service Worker** | **Broomfield, CO** |
| Billabong Restaurant | *June 2011 – Present* |

Worked under the immediate supervision of the School Food Service Manager. Performed routine manual tasks in the preparation and serving of food and in cleaning and maintaining food service areas.

*Major Accomplishments*

* Memorized the restaurants wine stock and the meals they should accompany, leading to daily wine sales averaging $170, which was a 25% than company average.
* Write pattrons’s food orders on slips, memorize orders, or enter into handhelds for transmittal to the kitchen staff in a 120+ seat restaurant.

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| **Trainee Food Service Worker** | **Scottsdale, AZ**  |
| Woody’s, Scottsdale, AZ | *January 2008 – May 2011* |

Coordinated and assisted in serving guests. I was responsible and in charge of the team of waitresses. In this role I trained several new employees up to standard.

*Major Accomplishment*

* Present menus to patrons and answer questions about menu items, making recommendations upon request in a 70+ seat restaurant.
* Served food and beverages to patrons, and prepared or server specialty dishes at tables required.

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| **Secretary/Administrative Assistant** | **Butte, MT**  |
| Raymond Pool Systems | *July 2005 – November 2007* |

Scheduled and coordinated appointments and events for supervisors. Entered client information and financial data into computer system.

*Major Accomplishment*

* Implemented a off-the-shelve CRM system, saving the company $45,000 in the first year of use.

EDUCATION HISTORY

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| Broomfield Business College, Broomfield, MT | **Broomfield, MT***2000 – 2002* |
| Associate of Science in Administrative Assisting |  **Scottsdale, AZ***1996 – 2000* |
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