

**Chloe Sedin**

Wheeling, IL 60090

(847) 212-7155

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**Summary**

Dedicated and detail-oriented person with managerial and food service operations experience. Demonstrated aptitude for team leadership and effective workflow management. Committed to skill development and continuous retail and customer service improvement. Receptive to new mentorship and training opportunities. Eager to use desired abilities to succeed in the role of trainee or department clerk at Jewel-Osco.

**Skills**

- Data entry & Analysis
  - Customer relationship management systems
  - Communication & Customer Service
  - Managing Inventory & Handling Cash
  - Retail Compliance & Food Safety
  - Collaboration & Guidance
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**Education**

Harper College, Palatine, IL August 2024 to Present

- **Associate in Applied Science- Food Service Operations Management**

Relevant Coursework

- Food Safety, Dining Room Operations, and Retail Management
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**Certifications**

Prostart Certification - National Restaurant Association

Remains valid

**Volunteer Experience**

Saint Alphonsus Liguori Parish, Prospect Heights, IL

August 2023 to Present

- Teach religious education to sixth graders which includes leading weekly lessons, demonstrating strong leadership and communication skills
- Creating lesson plans and engaging activities, displaying problem-solving and organization skills.
- Developing strong and positive relationships with students and families, demonstrating superb customer service skills.

**Practical Work Experience**

Harper Dining Room, Palatine, IL

- Managing front and back of the house duties
- Maintaining operations and supporting team members when required
- Gaining abilities such as retail management, food preparation, and leadership skills

