

Tavares Ortiz

Entry-Level Construction

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(123) 456-7890

Boston, MA

[LinkedIn](#)

Excited about the possibility of utilizing my equipment knowledge, safety skills, and strategic financial skills as a construction worker. I've used these skills to help develop a local restaurant and now am seeking to apply them to a construction business like Boston Builds.

WORK EXPERIENCE

Tolecia - Server

2019 - current

Boston, MA

- Used power tools and related equipment to perform routine maintenance on the building and in the kitchen, saving \$600+ per month in labor
- Maintained robust knowledge of 26 menu items, including ingredients to ensure dietary restrictions were met, and aided customer menu selection to meet nutritional needs
- Exceeded weekly sales targets by 11% by suggesting appetizers, drinks, and entrees with high-profit margins, while basing suggestions on customer tastes
- Coached new servers to improve the customer experience through personalized suggestions of high-margin dishes, leading to a sales increase of 16% and 11+ positive Yelp reviews
- Collaborated with all staff, helping bartenders, runners, and bussers, fostering a team-oriented environment, and reducing staff turnover rate by 27%
- Provided thoughtful customer service while working to ensure 0 reservations waited for over 6 minutes for seating
- Memorized menu specials, including country of origin for dishes, region of origin for ingredients, seasonality of ingredients, and cooking preparation to assist guests

Pet Supply - Retail Associate

2017 - 2019

Boston, MA

- Restructured membership cancellation process, detailing membership features and reducing cancellation rates by 6%
- Promoted the customer rewards program by explaining benefits and discounts, resulting in a 12% increase in customer sign-ups and a 6% increase in repeat customer visits
- Recognized as an Employee of the Month 3 times for superior customer survey responses

EDUCATION

Fenway High School - High school diploma

2013 - 2017

Boston, MA

SKILLS

Commercial Construction; Restoration; Equipment Maintenance; Tiling; Reliable; Power Tools

Sample Entry Level Worker Basic Skills Test

**United States. Congress. Senate.
Committee on Small Business**



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