

# Grace Book

Anacortes, WA 98221

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I am a creative, driven individual with experience in restaurant management, money/drawer handling, scheduling, customer service, food/drink preparation & cooking, retail, shift supervision, & emergency care. I am CPR certified & am a Red Cross certified lifeguard. I also have experience in child care, household management, organization, and housekeeping.

I value the connection between customer or guest & employee; from personal experience, I have learned how important one smile, one connection can be in your own or someone else's day. I like to solve problems with outside the box thinking & careful consideration. My strength lies in my ability to connect with & hold space for people while maintaining a focused & calm atmosphere. I am disciplined, industrious, and efficient.

Authorized to work in the US for any employer

## Work Experience

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### **Lifeguard**

Fidalgo Pool and Fitness Center - Anacortes, WA

February 2023 to March 2024

I was responsible for ensuring the safety of guests and providing emergency medical attention upon any emergency.

### **Assistant Manager**

Loving Hut Vegan - Tempe, AZ

October 2020 to September 2021

I managed my team & dealt with customer relations & situations. I prepared & cooked the food & beverages & was also responsible for keeping track of inventory & counting the drawer.

### **Nanny**

Scottsdale, AZ

June 2017 to September 2021

- Supervised two elementary aged children
- Prepared food and drink
- Cleaned and organized the home
- Planned and coordinated events

### **Head Lifeguard**

Sonora Lifeguarding - Scottsdale, AZ

August 2018 to October 2019

- Supervised lifeguards & pool deck
- Directed daily activities at the pool

- Created & maintained the monthly schedules for my properties
- Administered emergency care to guests in distress
- Practiced monthly training with my guards to maintain skills

### **Barista**

Starbucks - Brookfield, WI  
August 2016 to April 2017

- Prepared food and drinks
- Cleaned and organized front and back of store
- Organized retail products and designed advertisement boards
- Supervised my coworkers/partners and managed product and supply inventory
- Opened and closed shop

### **Pro Shop Attendant**

Western Racquet Club - Elm Grove, WI  
March 2013 to September 2015

- Planned and coordinated events and reservations
- Managed inventory
- Cleaned and organized stockroom and main retail room
- Opened and closed shop

## Education

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### **Fine Art/Education**

Mesa Community College - Mesa, AZ  
November 2019 to Present

### **Diploma**

eAchieve Academy - Waukesha, WI  
September 2015 to June 2017

## Skills

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- RETAIL
- CUSTOMER SERVICE
- CPR
- CPR CERTIFIED
- Babysitter
- Babysitting
- Child Care
- Childcare Provider
- Nanny

- English
- Lifeguard
- Barista Experience
- Pool Maintenance
- Sports Coaching
- Swimming
- Cashiering
- Food Production
- Toddler Care
- Restaurant Management
- Assistant manager experience
- Experience with children
- Tutoring
- Restaurant experience
- Infant care
- Organizational Skills

## Certifications and Licenses

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**Lifeguarding/First Aid/CPR/AED**

**Food Handler**