**Kaylee Flory**

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Dittmer, MO 63023

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I am a hardworking, dedicated mother of two looking to pave my way too the perfect career.

Professional Experience

Sana Lake Recovery Center, Dittmer Mo 63023:

 MCS: February-Present

* Take daily vitals
* Chart during groups
* Complete hourly rounds on members
* Serve and prep meals at mealtime
* Help with daily housekeeping like moping/sanitizing/laundry ect.
* Meet any physical, mental, or spiritual needs of the members
* Facilitate zoom and in person appointments with clinical and medical team
* Transportation for members and goods for the facility.

Save A Lot, Cedar Hill, MO 63023:

Cashier/Stock: October-February

* Unload and stock daily stock truck
* Organize and Front face shelfs
* Perform customer transactions card, cash and check
* Perform daily cleaning and sanitation of store

SSM Health St. Clare Hospital, 1015 Bolls Ave. Fenton MO 63026:

 Dietary Aid: June 2016-December 2018

* Received/Made patient phone calls and collected order
* Followed dietary restrictions when advising customer on orders
* Communicate with dietician about special dietary needs.
* Performed cooking duties in cafeteria setting
* Cooked and prepped food for 200 people at mealtime
* Delivered patient trays throughout hospital
* Performed customer and employee transactions in cafeteria
* Closed cafeteria daily including thing like counting cash, disposing of wasted foods, doing all dishes, prepping food for next day.
* Catering for the hospital events for staff and community.

Brew House 141, 1005 Majestic Dr. Fenton MO 63026

 Server/Waitress: August-2015 to June 2016

* Provided excellent and friendly customer service
* Promptly greet guest and take orders
* Effectively communicated with kitchen staff regarding customer allergies, dietary needs and other special request
* Answer customer inquiries and resolve issues promptly
* Train new waiters and floor staff on guest service, safety procedures, proper food handling and restaurant protocols.

Education

 Northwest High School, 6005 Cedar Hill Rd, Cedar Hill MO 63016

* High School Diploma, May 2013

Additional Skills

* Time Management
* Customer Service
* Friendliness
* Multi-Tasking
* Attention to Detail
* Positive Attitude
* Fast Learner
* Problem Solving
* Organization
* Teamwork
* Conflict resolution
* Dependable & Reliable
* Honesty and Integrity
* Strong work ethic
* Great communication skills
* Adaptability

Certifications:

* Class E driver’s license.
* CPR and First Aid certified.