

# Enid Chase

Waukegan, IL 60085

[enidchase45@gmail.com](mailto:enidchase45@gmail.com)

+1 617 842 7472

Authorized to work in the US for any employer

## Work Experience

---

### **Package Handler/Machine Operator**

EMCO Chemical Distributors, Inc. - North Chicago, IL

September 2020 to Present

- Mark and label containers, container tags, or products, using marking tools. Measure, weigh, and count products and materials. Examine and inspect containers, materials, and products in order to ensure that packing specifications are met. Record product, packaging, and order information on specified forms and records. Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks. Seal containers or materials, using glues, fasteners, nails, and hand tools. Load materials and products into package processing equipment. Assemble, line, and pad cartons, crates, and containers, using hand tools. Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools. Place or pour products or materials into containers, using hand tools and equipment, or fill containers from spouts or chutes.
- I Run the Kronos machine on first shift which I have to make sure my paperwork, labels and lot number is correct before I start my order and then have to get everything approved before I run. I also help flush the machines after certain orders.

### **Crew Member**

Tropical Smoothie Cafe - Waukegan, IL

August 2020 to September 2020

- Make sure everything is cook and sent out to the right person.
- Make sure the smoothies are made the right way.
- Make sure everything is cleaned and fully stocked.

### **Team Leader/Manager**

Saloniki Greek - Cambridge, MA

September 2018 to July 2020

- Maintain the FOH & BOH, make sure everything is running smoothly.Count the register at the end of the night make sure petty cash is counted and the drop is correct.
- Make sure the pre shift is said in the beginning of everybody shift.
- Make sure the morning, midday day and closing checklist is complete.
- Make sure everything is fully stocked and good to go when the morning crew comes in.
- Made sure everyone in BOH completed their task.
- Make sure at the end of the night all doors are locked.
- Have great hospitality skills, Listen and solve any issues with customers.
- I knew all the allergies and learned how to deal with customers' food.

## **Food Pantry Assistant**

Boston Public Health Commission - Boston, MA

July 2015 to November 2018

- I would help her with all her errands
- Fax print and scan all documents and send them over to bphc.
- I would type all her paperwork and make a documents of thing she needed to buy,
- I would help her with anything in the food pantry help give out food for the people on need.
- Check every persons ID and make sure the address is the same, which they can only come for food once a month so I make sure they don't come twice.
- Call up the client to let them know there food is ready.
- Also this job is linked with healthy baby healthy child program and when there's diapers and pads and etc I hand them out to them only if there nurse calls.

## Education

---

### **Certificate in Medical Billing**

College of Lake County - Grayslake, IL

September 2020 to Present

### **High school diploma**

Edward M. Kennedy Academy For Health Careers

September 2013 to June 2017

### **Some College in Hotel Management**

Bunker Hill Community College - Boston, MA

## Skills

---

- Restaurant Experience
- POS (3 years)
- Cooking (3 years)
- Kitchen Management Experience (2 years)
- Microsoft Office (9 years)
- Microsoft Word (9 years)
- Fax (3 years)
- Cash Handling (2 years)
- Machine Operator (1 year)
- Chemical Handler (1 year)
- Team Leader (2 years)
- Warehouse Experience (1 year)
- Labeler (1 year)
- Stacker (1 year)
- Packaging (1 year)
- Shipping & Receiving (1 year)

- Assistant Management (1 year)
- Management Experience (2 years)
- Basic math
- Kronos
- Supervising Experience
- Computer skills
- English