**Janiya Bailey**

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**Skills Summary**

* Experienced with operating cash registers and handling large sums of cash.
* 4-years’ experience as a kitchen prep and banquet server
* Proficient with Microsoft Office Suite.

**Professional Experience**

**SWBNO New Orleans, LA 2/2016 – 3/2016**

*Meter Reader*

* Read water consumption meters and enter data in route books or hand-held computers.
* Inspect meters for unauthorized connections, defects, and damage such as broken seals.
* Update client address and meter location information.

**Global Staffing**  **New Orleans, LA 09/2012 – 01/ 2016**

*Kitchen Prep/ Banquet Server*

* Monitor food distribution, ensuring that meals are delivered to the correct person.
* Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking and serving.
* Clean and sterilize dishes, kitchen utensils, equipment, and prep stations.

**Forever 21 New Orleans, LA 03/2015 – 07/2015**

*Cashier / Salesperson*

* Greeted and assisted customers.
* Computed sales prices, total purchases, and received and processed cash or credit payments.
* Answered questions regarding the store and its merchandise.

**Family Dollar New Orleans, LA 06/2013 – 11/2014**

*Cashier / Stocker*

* Stamped, attached, and changed price tags on merchandise, referring to price list.
* Stocked shelves, racks, cases, bins, and tables with new or transferred merchandise.
* Compared merchandise invoices to items actually received to ensure that shipments were correct.
* Itemized and totaled customer merchandise selection at checkout counter, using cash

**Hyatt New Orleans, LA 9/2012 – 7/2013**

*Housekeeper*

* Carried linens, towels, toilet items, and cleaning supplies, using wheeled carts.
* Disinfected equipment and supplies, using germicides or steam-operated sterilizers.
* Cleaned rooms, hallways, restrooms, and other work areas so that health standards are met.

**Education**

STRIVE NOLA, Job Readiness Program New Orleans, LA 2015

High School Diploma, Chalmette High School Chalmette, LA 2012

**References available upon request**