

BROOKE RICHARDSON

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Dependable and Responsible
 - Organization and Time Management
 - Teambuilding
 - Flexible and Adaptable
 - Interpersonal Communication
 - Problem-Solving
 - Critical Thinking
 - Planning and Coordination
 - Self-Motivated
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EDUCATION

LIBERTY HILL HIGH SCHOOL

2025 Graduate

EXPERIENCE

SWIM INSTRUCTOR

Nitro Swim School

July 2023 - October 2023

- Skilled in teaching children and adults of all ages and abilities.
 - Possesses a strong commitment to safety
 - Time management skills in order to complete the job efficiently
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BARISTA

Scooters Coffee Shop

October 2023 - December 2023

- Prepares and serves hot and cold beverages, such as coffee, blended coffee, and tea, to patrons; correctly customizes orders as requested
 - Reliable team player with a friendly, positive demeanor, who enjoys interacting with customers.
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HOSTESS

Chuys Cedar Park

December 2023 - Current

- Greeted and seated guests in a friendly and efficient manner, maintaining a positive atmosphere.
 - Coordinated with servers and kitchen staff to ensure smooth service flow.
 - Provided excellent customer service by addressing guest inquiries and resolving concerns.
 - Assisted in managing special requests and accommodating guest preferences.
 - Trained and mentored new staff in seating procedures and customer service standards.
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CONTACT

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