

Vivian Cossey
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EDUCATION

College of Lake County

Associate Degree in Liberal Arts (GPA 3.75)

Grayslake, IL
December 2020

EXPERIENCE

Kohls - SALES ASSOCIATE

DECEMBER 2017 - APRIL 2018

- RESPONSIBLE FOR CASH HANDLING AND RINGING UP SALES AT REGISTERS AND/OR BAGGING MERCHANDISE
- MAINTAINED TIDY SALES FLOOR
- ENSURED CUSTOMER SATISFACTION AND ASSISTED CUSTOMERS IN LOCATING MERCHANDISE WHEN NEEDED
- STOCKED SHELVES AND ORGANIZED DISPLAYS

Chipotle Mexican Grill - CREW MEMBER

AUGUST 2018- JANUARY 2021

- MAINTAINED FOOD SAFETY STANDARDS
- ENSURED A POSITIVE CUSTOMER EXPERIENCE
- WORKED CLOSELY WITH A TEAM TO MAXIMIZE SPEED AND EFFICIENCY WHEN PREPARING AND SERVING FOOD
- RESPONSIBLE FOR PREPARING ORDERS, RINGING UP ORDERS, AND CLEANING THE STORE

Chipotle Mexican Grill- KITCHEN MANAGER

FEBRUARY 2021- SEPTEMBER 2021

- PREPARED FOOD INGREDIENTS
- EXECUTED OPENING AND CLOSING OF STORE ACCORDING TO POLICIES AND PROCEDURES INCLUDING INVENTORY
- ENSURED FOOD STANDARDS ARE UPHELD AT ALL TIMES
- SUPERVISED KITCHEN AND PREP AREAS
- MAINTAINED EQUIPMENT AND PLACED ORDERS FOR GOODS AND REPAIRS AS NEEDED

BULLDOGS GRILL - SERVER

JULY 2021- JULY 2022

- RESPONSIBLE FOR OPENING AND CLOSING OF FRONT OF HOUSE, INCLUDED CASH DRAWER AND ICE CREAM BAR
- CREATED CUSTOM MILKSHAKES AND SUNDAES
- ENSURED SMOOTH SERVICE AND PROVIDED EXCELLENT CUSTOMER SERVICE

ROGERS PARK BUSINESS ALLIANCE - FINANCIAL SUSTAINABILITY COORDINATOR (TEMPORARY)

JUNE 2023- OCTOBER 2023

- TRACKED FINANCES OF ILLINOIS LINK MATCH AND SNAP PROGRAM FOR VENDORS OF GLENWOOD SUNDAY MARKET
- ASSISTED IN GLENWOOD SUNDAY MARKET DAILY TASKS

ELAWA FARM - EVENT ATTENDANT AND SERVER

MAY 2023 - CURRENT

- ASSISTING IN FOOD SERVICE AND WORKING WITH TEAM OF CHEFS, BARTENDERS, AND PORTERS
- COMMUNICATING WITH VENDORS, CATERERS, AND EVENT PLANNERS AS TO SERVICE NEEDS
- RESPONSIBLE FOR LOCKING UP PROPERTY AND ASSISTING IN BREAKDOWN OF EVENTS
- ENFORCING PROPER USE OF FACILITIES TO ENSURE SAFETY OF GUESTS AND PROPERTY (EVENT ATTENDANT ONLY)

CERTIFICATIONS: Illinois Food Handlers License and ServSafe Certified