

# Tabitha

Bergeron road  
Greene, ME 04236

## SUMMARY

I recently completed a 5 week Manufacturing Technology course with near perfect scores. I am eager to learn, and looking forward to working full time. I am dependable and hard-working and would love the opportunity to work for a great company.

## EXPERIENCE

### **Dunkin Donuts, Lisbon Falls— cashier/general food service**

June 2017- November 2018

Work duties included cashing out customers, assembling food and drinks and cleaning work stations and public areas.

### **The Lighthouse Inn, Lewiston— front desk/housekeeping**

May 2010 - 2016

Duties included checking in/out guests, answering phones, and cleaning rooms.

### **Governor's Restaurant and Bakery, Lewiston — hostess/cashier/waitress**

September 2006- 2010

Work duties included; simultaneously carrying out hostess, cashier and server responsibilities.

## EDUCATION

### **Certificate (Manufacturing Technology) 4/27/2020 - 5/28/2020**

Basic Course offered by Destination Occupation and Manufacturers Association of Maine Taught via Northeast Technical Institute

Topics covered: *Workplace Skills and Communication, Introduction to Lean Manufacturing, Safety Practices and Regulations, PPE, Lockout/Tagout, Hazardous Communication and Precision Measurement.*

**Oak Hill High School, Sabattus — GED 2009**

## SKILLS

Ability to focus

Pay attention to detail

Good at multitasking

Leadership abilities

Great with people

Quick learner