

# Shekela Perry

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## Professional Summary

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Great worker

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Food Service Cook**

Walmart-Milwaukee, WI

June 2025 to Present

- Prepared and cooked food items according to recipes, quality standards, presentation standards, and food preparation checklist
- Followed proper food handling procedures and maintained a clean and sanitary work area
- Assisted in the planning and development of menus based on customer preferences and seasonal availability of ingredients
- Collaborated with kitchen staff to ensure timely delivery of meals while maintaining high-quality standards
- Managed inventory levels by monitoring stock levels, rotating products, and placing orders as needed
- Operated kitchen equipment such as grills, ovens, fryers, etc. ensuring safety protocols were followed at all times
- Maintained accurate records of temperature logs for refrigeration units to comply with health department regulations
- Adhered to portion control guidelines to minimize waste and maximize profitability
- Trained new team members on proper cooking techniques, recipe adherence, and safety procedures
- Assisted in the creation of daily specials or featured dishes to enhance menu variety and customer satisfaction
- Collaborated with servers or waitstaff to ensure accurate communication regarding special requests or dietary restrictions from customers
- Showcased daily breakfast, lunch, and dinner features, detailing key cuisine elements and recommended wine and spirit pairings
- Consistently earned XX% positive feedback ratings by establishing rapport with patrons and providing friendly, responsive service
- Assisted in the organization and execution of private events, ensuring exceptional service and customer satisfaction
- Demonstrated exceptional multitasking skills during peak hours, accurately managing XX tables
- Collaborated with kitchen staff to ensure timely delivery of food orders to customers
- Provided recommendations on menu items based on customer preferences and dietary restrictions
- Maintained cleanliness of dining area by promptly clearing tables, sanitizing surfaces, and restocking supplies as needed
- Handled cash transactions accurately using POS system while maintaining a balanced cash drawer at the end of each shift

- Adhered to all food safety regulations to ensure the health and well-being of customers
- Communicated effectively with team members to coordinate table assignments for efficient seating arrangements
- Resolved customer complaints or concerns promptly and professionally to ensure a positive dining experience
- Collaborated with bartenders to prepare specialty cocktails according to established recipes and standards
- Assisted in training new servers on restaurant policies, procedures, and best practices for delivering excellent customer service
- Managed inventory levels of supplies such as napkins, utensils, condiments etc. ensuring availability during peak hours
- Implemented upselling techniques resulting in an increase in average check size by XX%
- Suggested daily specials based on fresh ingredients available resulting in increased sales by XX%
- Developed strong product knowledge including ingredients used in dishes allowing me provide detailed information about menu items
- Maintained accurate record keeping for guest reservations ensuring smooth operations during busy periods
- Collaborated with kitchen staff regarding special requests or dietary restrictions to ensure accurate and timely preparation of meals
- Assisted in the setup and breakdown of dining areas for special events, ensuring a seamless transition between services
- Provided exceptional service to VIP guests, including personalized recommendations and attention to detail
- Managed multiple tasks simultaneously while maintaining a high level of professionalism and efficiency
- Trained new staff members on restaurant procedures, menu items, and customer service standards
- Maintained knowledge of current promotions, specials, and menu changes to effectively communicate with customers
- Demonstrated strong problem-solving skills by resolving issues related to food quality or service promptly and effectively
- Collaborated with team members to create a positive work environment focused on delivering excellent customer service
- Consistently achieved sales targets through suggestive selling techniques and upselling strategies
- Ensured compliance with health codes and sanitation guidelines at all times during food handling processes
- Developed relationships with regular customers by providing personalized service based on their preferences
- Assisted in the training of new servers on restaurant policies, procedures, and customer service standards
- Effectively communicated customer feedback or concerns to management for prompt resolution
- Collaborated with kitchen staff to ensure accurate delivery of food orders according to guest specifications
- Maintained a clean work area throughout shifts by promptly clearing tables, sanitizing surfaces, and restocking supplies as needed
- Efficiently managed time during busy periods by prioritizing tasks based on urgency while maintaining attention to detail
- Handled cash transactions accurately using POS system while providing friendly interactions with customers

## **Floor Clerk**

Burlington Stores-Milwaukee, WI

June 2024 to January 2025

Putting clothes on the racks helping customers cleaning store picking of clothes off floor

- Consistently exceeded monthly sales targets by XX% through effective prospecting and building strong relationships with clients
- Provided expert advice on flooring options, including hardwood, laminate, tile, and carpet, based on customer needs and preferences
- Collaborated with interior designers and contractors to recommend suitable flooring solutions for residential and commercial projects
- Developed comprehensive product knowledge to effectively communicate the features, benefits, and warranties of various flooring materials
- Managed a high volume of inbound inquiries from customers regarding product specifications, pricing, and availability
- Negotiated pricing terms with suppliers to ensure competitive pricing while maintaining profitability margins
- Created detailed quotes for customers based on accurate measurements and material requirements
- Resolved customer complaints or issues promptly by providing exceptional service and finding appropriate solutions
- Maintained an organized database of customer information using CRM software for efficient follow-up communication
- Participated in industry trade shows and events to stay updated on new products, trends, and competitors' offerings
- Conducted market research to identify potential leads within target markets for proactive outreach efforts
- Collaborated with marketing team to develop promotional campaigns highlighting specific flooring products or discounts

### **Food Service Worker/cook/wait staff**

American Dining Creations-Milwaukee, WI

July 2024 to September 2024

Prep food cooking certain things dessert worker

- Prepared and served food and beverages to customers in a timely and efficient manner
- Maintained cleanliness and sanitation standards in the kitchen, dining area, and food preparation areas
- Followed proper food handling procedures to ensure safety and quality of products
- Assisted with inventory management by monitoring stock levels, rotating products, and restocking supplies as needed
- Collaborated with team members to ensure smooth operation of the kitchen during busy periods
- Provided excellent customer service by addressing customer inquiries, concerns, and special requests
- Operated cash registers accurately for order processing and payment transactions
- Adhered to company policies regarding portion control, presentation, and recipe adherence
- Prepared ingredients for cooking according to recipes or instructions from supervisors
- Cleaned workstations before, during, and after each shift to maintain a clean working environment
- Assisted in training new employees on food preparation techniques, safety protocols, and customer service standards
- Managed multiple tasks simultaneously while maintaining attention to detail in a fast-paced environment
- Collaborated with kitchen staff to coordinate timing of food orders for optimal efficiency during peak hours
- Handled customer complaints or issues promptly and professionally to ensure customer satisfaction was maintained at all times
- Ensured compliance with health codes regulations by following proper hygiene practices
- Maintained knowledge of menu items including ingredients used for accurate communication with customers
- Supported other team members when necessary by assisting with various tasks such as dishwashing or cleaning
- Implemented cost-saving measures such as reducing waste through portion control initiatives

- Participated in regular staff meetings to discuss updates on menu changes or operational improvements
- Suggested upselling opportunities based on customers' preferences or current promotions
- Demonstrated strong teamwork skills by effectively communicating with colleagues during high-pressure situations
- Received positive feedback from customers for providing friendly and attentive service
- Collaborated with management to develop and implement new menu items or seasonal specials
- Maintained a clean and organized work area, ensuring all equipment was properly stored after use
- Assisted in the preparation of catering orders, ensuring accuracy and timeliness of deliveries
- Followed proper safety protocols when handling kitchen equipment and tools
- Managed cash transactions accurately, including processing payments, issuing receipts, and providing change
- Adhered to food safety regulations by monitoring temperatures of refrigerators, freezers, and food storage areas
- Demonstrated knowledge of dietary restrictions or allergies to accommodate customer needs
- Provided suggestions or recommendations to customers based on their preferences or dietary requirements
- Collaborated with colleagues to ensure smooth transitions between shifts for uninterrupted service
- Maintained a positive attitude during challenging situations while delivering exceptional customer service
- Assisted in maintaining accurate records of inventory levels for efficient ordering processes
- Implemented strategies to improve efficiency in food preparation without compromising quality standards
- Increased sales by promoting daily specials or limited-time offers to customers
- Trained new employees on company policies, procedures, and customer service expectations

## **Custodial Worker**

MPS-Milwaukee, WI

October 2023 to July 2024

Cleaning restrooms picking up trash from outside mopping dusting sweeping deep cleaning stripping floors ect

- Performed daily cleaning and maintenance tasks, including sweeping, mopping, vacuuming, and dusting
- Ensured cleanliness and sanitation of restrooms by regularly disinfecting surfaces and replenishing supplies
- Managed waste disposal procedures in accordance with company policies and local regulations
- Maintained inventory of cleaning supplies and equipment, promptly reporting any shortages or malfunctions
- Collaborated with team members to coordinate cleaning schedules for optimal efficiency
- Responded to immediate cleaning needs such as spills or accidents in a timely manner
- Operated various custodial equipment such as floor buffers, carpet cleaners, and pressure washers
- Followed safety protocols when handling hazardous materials or chemicals
- Assisted with setting up rooms for meetings or events by arranging furniture and ensuring cleanliness
- Provided exceptional customer service by addressing inquiries or concerns from building occupants
- Implemented recycling programs to promote environmental sustainability within the facility
- Conducted regular inspections to identify areas requiring additional attention or repairs
- Supported facility maintenance staff by performing minor repairs or reporting issues that required professional assistance
- Adhered to established security protocols when accessing restricted areas of the building
- Developed efficient cleaning techniques that reduced overall task completion time by XX%

- Increased customer satisfaction ratings by XX% through consistent delivery of high-quality custodial services
- Implemented a new inventory management system resulting in a XX% reduction in supply costs
- Trained new custodial workers on proper cleaning procedures leading to improved productivity levels
- Collaborated with cross-functional teams to develop comprehensive safety guidelines for custodial staff
- Streamlined communication channels between custodial team members resulting in faster response times for urgent requests
- Suggested improvements to existing cleaning processes which resulted in a XX% reduction in overall cleaning time
- Maintained accurate records of completed tasks using digital tracking systems improving accountability within the department
- Received recognition for exceptional performance and dedication to maintaining a clean and safe environment
- Implemented energy-saving initiatives such as switching to LED lighting resulting in a XX% reduction in electricity consumption
- Collaborated with building management to develop and implement emergency response plans for various scenarios

### **Crew Member/Barista/ baker/wait staff/prepping cook**

Starbucks-Milwaukee, WI

August 2023 to June 2024

- Expertly prepared and served a variety of coffee beverages, including espresso, cappuccino, latte, and cold brew
- Consistently maintained high standards of quality in every drink made, ensuring customer satisfaction
- Provided exceptional customer service by greeting customers with a friendly demeanor and addressing their needs promptly
- Efficiently operated espresso machines, grinders, and other equipment to produce consistent and delicious coffee drinks
- Managed inventory levels to ensure an adequate supply of coffee beans, milk, syrups, and other ingredients
- Maintained cleanliness and organization of the coffee bar area at all times for a pleasant customer experience
- Collaborated with team members to create new seasonal beverage offerings that increased sales by XX%
- Trained new baristas on proper brewing techniques, drink recipes, and customer service protocols
- Handled cash transactions accurately while following company policies regarding cash handling procedures
- Assisted in the development of standard operating procedures (SOPs) for efficient workflow in the coffee bar
- Participated in regular staff meetings to discuss improvements in operations and share feedback from customers
- Implemented strategies to upsell additional items such as pastries or merchandise to increase average transaction value by XX%
- Responded effectively to customer complaints or concerns by listening attentively and resolving issues promptly
- Maintained knowledge of current industry trends related to specialty coffees and shared this information with customers when appropriate

### **Cashier, Cook, Prep Cook**

Greedy guys-Milwaukee, WI

April 2020 to October 2023

Cashier catering prepping food serving food

## **Order Filler**

Advance Shipping LLC-Milwaukee, WI  
December 2019 to March 2023

Packing and filling orders checking labels print labels weight packages

- Efficiently picked and packed customer orders according to established guidelines
- Maintained accurate inventory records by carefully documenting all incoming and outgoing products
- Collaborated with team members to ensure timely completion of daily order fulfillment targets
- Utilized handheld scanners and computer systems to track inventory levels and locate specific items for order fulfillment
- Performed quality checks on products before packaging, ensuring that only defect-free items were shipped to customers
- Managed returns process by inspecting returned items, determining their condition, and updating inventory accordingly
- Resolved customer inquiries regarding returns or exchanges in a professional and timely manner
- Assisted in the organization of warehouse space to optimize storage capacity and improve overall efficiency
- Operated material handling equipment such as forklifts or pallet jacks to move products within the warehouse as needed
- Implemented safety protocols to minimize workplace accidents, including proper lifting techniques and adherence to OSHA regulations
- Collaborated with cross-functional teams (e.g., shipping, receiving) to coordinate smooth workflow between departments

## **Office Assistant/cook/cleaner/direct personal aid**

Temp Services / hhs-Milwaukee, WI  
January 2022 to 2023

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- Managed and organized office supplies, ensuring efficient inventory levels and timely reordering
- Scheduled and coordinated meetings, appointments, and travel arrangements for executives
- Maintained electronic and physical filing systems to ensure easy retrieval of documents
- Assisted in the preparation of reports, presentations, and correspondence by gathering data and formatting information
- Handled incoming calls, took messages, and directed inquiries to appropriate staff members
- Managed email correspondence by responding to inquiries promptly and forwarding important messages to relevant parties
- Performed general administrative tasks including photocopying, scanning documents, mailing letters/packages, etc
- Collaborated with other departments to facilitate smooth communication flow within the organization
- Provided support in organizing company-wide training sessions or workshops for employees' professional development
- Provided direct support and assistance to individuals with disabilities in their daily activities
- Administered medications according to prescribed schedules and documented any changes or reactions
- Assisted with personal hygiene tasks such as bathing, grooming, and dressing
- Supported individuals in maintaining a clean and organized living environment
- Organized recreational activities and outings to promote socialization and community integration
- Monitored individuals' health conditions and reported any concerns or changes to medical professionals
- Ensured the safety of individuals by implementing appropriate safety measures at all times
- Collaborated with a multidisciplinary team including doctors, therapists, and case managers to develop comprehensive care plans
- Prepared and cooked a variety of dishes, including appetizers, entrees, and desserts

- Followed recipes accurately to ensure consistent quality and taste
- Managed food inventory to minimize waste and control costs
- Maintained a clean and organized work area, adhering to sanitation guidelines
- Collaborated with kitchen staff to coordinate meal preparation and service
- Adhered to portion control standards for cost-effective menu execution
- Assisted in menu planning by suggesting new dishes based on customer preferences and seasonal ingredients
- Performed thorough cleaning and sanitization of assigned areas, including dusting, sweeping, mopping, and vacuuming
- Maintained high standards of cleanliness and hygiene in accordance with company policies and industry regulations

### **Document sorter/ sorter**

Wilson and Sons Transportation-Milwaukee, WI

April 2019 to August 2022

Sorting mail receive loadings of supplies

Dropping off items to right area

### **Joyland day care teacher**

JOYLAND DAYCARE-Milwaukee, WI

June 2019 to August 2021

Taking care of wonderful children

Respond to calls teaching children Play time with children

### **Food Service Worker**

Temp Services-Milwaukee, WI

October 2015 to September 2019

Serving students and staff making sure food is prepared and prepping

### **Cleaning Crew**

CLEANPOWER-Milwaukee, WI

December 2017 to July 2019

Cleaning medical college of Wisconsin labs running trash

Respond to calls

### **Server/Hostess/Prep Cook prep sever**

Two Ladies & A Bucket food vending-Milwaukee, WI

December 2017 to May 2018

Make to go orders

Prep food

Cook food

Take orders

Delivery of food

### **Deli and Bakery Associate**

Piggly Wiggly-Milwaukee, WI

May 2010 to January 2018

Taking orders helping customers with questions and concerns about items packing sweets and goods taking orders for the baker

## **Laundry Attendant**

Jollys linings-Milwaukee, WI  
January 2012 to August 2016

Running cleaning laundry to units  
Washing drying clothes and towels covers ect,

## **Food Service Worker**

Mps temp-Milwaukee, WI  
September 2015 to June 2016

Serving students and staff making sure food is prepared and prepping

## **Janitor and Cleaner, Janitors and Cleaners, Except Maids and Housekeeping Cleaners**

MIKE'S CLEANING SERVICE-Milwaukee, WI  
September 2012 to November 2015

Taking out trash mopping sweeping dusting cleaning counter tops cleaning restrooms staircases windows cleaning hallways wipes out food ect from walls

## **Administrative Assistance**

Wilson Stone Trucking LLC-Milwaukee, WI  
April 2009 to August 2012

Respond to calls answer customer question also kitchen helper with cooking and prepping food and serving

- Provided comprehensive administrative support to executive team, managing calendars, scheduling meetings, and coordinating travel arrangements
- Maintained and organized confidential files and documents, ensuring easy retrieval and secure storage
- Managed incoming calls and emails, promptly responding to inquiries and forwarding messages as necessary
- Prepared professional correspondence, reports, presentations, and spreadsheets with accuracy and attention to detail
- Coordinated logistics for company events including conferences, seminars, and workshops
- Assisted in the preparation of budgets by gathering data on expenses and monitoring spending against allocated funds
- Created efficient filing systems that improved document organization by XX%
- Developed standardized templates for various administrative tasks resulting in increased efficiency across the department
- Collaborated with cross-functional teams to plan and execute projects within established timelines
- Performed research on industry trends, competitors' activities, market analysis reports to provide valuable insights for decision-making processes
- Managed office supplies inventory by tracking usage patterns and placing orders when necessary to ensure uninterrupted workflow
- Implemented digital record-keeping system which reduced paper waste by XX% annually while improving accessibility of information
- Supported HR department in recruitment efforts by screening resumes, conducting initial interviews, and coordinating candidate assessments
- Facilitated effective communication between departments through regular coordination meetings or email updates as needed
- Assisted in the onboarding process of new employees by preparing orientation materials/packages
- Organized team-building activities fostering a positive work environment resulting in increased employee morale

- Maintained confidentiality when handling sensitive information such as employee records or financial data
- Coordinated travel arrangements including flights/hotels/car rentals for executives ensuring smooth itineraries
- Served as a point of contact for external vendors/suppliers resolving any issues or concerns efficiently
- Streamlined expense reporting procedures reducing processing time by XX%
- Demonstrated strong problem-solving skills by resolving conflicts or issues among team members
- Managed and updated company databases, ensuring accurate and up-to-date information
- Assisted in the preparation of presentations for board meetings, summarizing key data and highlighting important points
- Provided administrative support during budget planning process by collecting financial data and preparing reports
- Implemented new software systems to improve efficiency in daily administrative tasks

## Education

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### **Nursing (Some collage)**

Bryant & Stratton College-Milwaukee-Milwaukee, WI

January 2017 to August 2018

## Skills

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- Medication Administration
- Front desk
- Cash register
- Senior Care
- Host/Hostess
- Cashiering
- Security
- Vital Signs
- Commercial Cleaning
- Caregiving
- Merchandising
- Food Production
- Vital signs
- Patient care
- Dietary aide experience
- Laboratory Experience
- Nursing home experience
- Hospital experience
- Serving Experience
- Cash handling
- Guest relations
- Food Handling

- Microsoft Word
- Busser
- Barista experience
- Home & community care
- Home Care
- Serving
- Cooking
- Food handling
- Food Service
- Communication skills
- Sales
- Direct support
- Food Preparation
- Food industry
- Assembly
- Meal Preparation
- Kitchen Experience
- Nursing
- Supervising experience
- First aid
- Food service
- Food Safety
- Hotel experience
- Behavior management
- Restaurant experience
- Food preparation
- Manufacturing
- Hospital Experience
- Catering
- Dietary Aide Experience
- Customer service
- Teaching
- Cleaning

## Certifications and Licenses

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### **First Aid Certification**

July 2021 to Present

### **Food Handler Certification**

### **Driver's License**

**CNA**

**ServSafe**

**CPR Certification**

**BLS Certification**