# RADHIKA

## Email: naradhika9@gmail.com

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**Phone number: (+1)7059753597**

 **P rofile**

* Motivated customer service specialist in a fast paced, team-based environment.
* Hospitable and passionate person who consistently meets customer service satisfaction goals.
* Good at resolving client conflicts.
* Convincing communicator and effective technical skills.
* Able to work independently and as a team player to meet tight deadlines.
* Energetic work attitude and ability to grasp new concepts.
* Flexible to work in a dynamic environment and keen to help others.
* Excellent presentation and observation skills.

# E ducation

* Human resource management (St. Lawrence college, Toronto) (2020)
* Completed Public Relations and Event Management (Sault college, Ontario) (2019)
* Bachelor of Arts, Panjab University Chandigarh, Punjab, India. (2015-2018)

# E xperience

# Front counter and Drive thru (July,2020 –march2021)

# Tim Horton’s (Castlegar, BC)

# Cook and front counter (January, 2020)

# Rajdhani Sweets & Restaurant (Toronto, Ontario)

# Check food and ingredients for freshness.

# Arrange and garnish dishes.

# Work well under pressure and within the time limit.

# Ensure that kitchen area, equipment and utensils are cleaned.

# Help lead and inspire our kitchen staff with the restaurant manager.

## Front counter and Drive thru (August - December,2019)

**T im Horton’s (Sault Ste. Marie, Ontario)**

* Handled the transactions and made sure that the registers contained the correct amount of cash
* Accurately and efficiently processes orders while following recipes and or product directions
* Engaged with customers through important conversation to assist them
* Prepare hot and cold beverages according to Tim Hortons standard builds.
* Answer customer questions about menu items.
* Clear and clean tables and chairs. Maintain cleanliness at the lobby area.

**VOLUNTEER ACTIVITY**

**Internship as a Public Relation and events Specialist**  (May 2019- July2019)

**`Ermatinger Clergue National Historic Site (Sault Ste. Marie, Ontario)**

* Enhanced skills in social media marketing.
* Helped in event logistics.
* Negotiated in providing sponsorships.
* Created content for press releases, by making articles and prepared keynote presentations.
* Developed marketing communication plan which included all the strategies and budgets.

\*REFERENCES ON REQUEST\*