


Danielle C. Wheeler



Education:

Temple University, Bachelor of Science, Business Administration/Marketing

Degree anticipated December 2014

Philadelphia, Pennsylvania

Experience:

Olive Garden Restaurant- Bala Cynwyd

Philadelphia, Pa.

February 2013-Present

- Host- greet guest within 30 seconds of entry while conversing in a welcoming tone as seat them to their table
- To-Go Specialist- joyfully answer phone within 30 seconds of ring while taking guest order and contact information to recite back for accuracy, bag orders within 15 minutes of placement, exchange, stock, dessert culinary, bar assistant, expo (call food out of window for servers), salad prep, and bread maker
- Server- greet guest within 30 second of seating, engage in conversation, and deliver entrees in timely fashion

Bursar's Credit and Collection

Philadelphia, PA

May 2012-Present

- Personal Assistant- check voicemails, file documents in alphabetical order, run errands, scanning, imaging, faxing, and data entry

LinebargerGoggan Blair & Sampson, LLP

Philadelphia, PA

May 2012-August 2012

- Receptionist and File Clerk- greet clients, answer and transfer calls, and file documents in alphabetical order

JumpStart

Philadelphia, PA

September 2011-May 2012

- Corp member motivated to complete 300 hours of tutoring service to low income children

Crossbow Studio

Wynnewood, PA

September 2011-March 2012

- Personal Assistant- run errands, file documents in categories pertaining to clients' needs, and set up contacts for past, present, and future clients

Skills

Computer and Internet literate; Social Media Savvy

Assertive, self-motivated, goal-oriented, organized and reliable.

Volunteer

UNDY 5000 Colon Cancer Awareness

City of Hope-Walk for a Cure (Breast Cancer)

Reference: Terry Whitaker, Principal, Crossbow Studio twhitaker@crossbowstudio.com