

# Jennifer Hanson

## EDUCATION

**University of Minnesota Duluth**  
Bachelor of Fine Arts in  
Graphic Design  
Minor in Photography  
Spring 2016

**Lake Superior College**  
Duluth, Minnesota  
Associates Degree  
Fall 2012

## SKILLS

**Adobe Creative Suite 6**  
inDesign  
Photoshop  
Dreamweaver  
Illustrator

**Microsoft Office 2011**  
Powerpoint  
Word  
Excel

## Contact

218-391-1813  
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Jennymhanson.com

## WORK EXPERIENCE

### Do North Pizzeria

Hermantown Minnesota

Shift Manager

2012- Present

- Worked fluently with a point of sales machine
- Trained new employees on proper food handling and safety procedures
- Directed employees of their duties each shift
- Monitored customer and kitchen areas and relocated staff duties to maximize coverage, efficiency and customer service
- Responded to customer issues in a timely manner and resolved complaints
- Took customer orders and coordinated with the kitchen
- Maintained restaurant cleanliness for every shift
- Directly cooked and handled the food
- Closed the store and filled out nightly sales reports

### D&C Letourneau Enterprises

Duluth, Minnesota

Cashier

2011-2012

- Greeted and created a friendly relationship with every customer
- Put out new merchandise, stocked shelves, and kept all products rotated properly
- Maintained the overall cleanliness of the store
- Removed expired inventory and created a report for them to be credited
- Opened the store and made sure everything was ready for customers
- Counted the money in the register at the beginning and end of every shift
- Kept records of all sales
- Printed reports at the end of every shift and at the end of the night
- Closed the store with everything in order for the next shift

## Certification

Professional Food Manager