

LEIGHANA RAUTSAW

CONTACT

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Address:
Laura, OH
(Able to relocate)

EDUCATION

Sinclair Community
College
GPA: 4.0
Dayton, Ohio
A.A. Liberal Arts
(May 2018)

Wright State University
GPA: 3.7
Beavercreek, Ohio
B.A. Mathematics
(May 2022)

AWARDS AND ACCOMPLISHMENTS

Graduated High School
Valedictorian (May 2019)

Graduated with A.A. from
Sinclair at 17 years old

Graduated with B.A. from
Wright State a year early
with Magna Cum Laude

Studied Honors at WSU

LICENSE AND CERTIFICATIONS

UX/UI Design Certification
from Ohio State University

PROFESSIONAL EXPERIENCE

SERVER / TRAINER

***Texas Roadhouse, Fairborn, OH / June 2021 -
October 2022***

- Seat guests, take orders, serve meals, clear tables, operate POS Systems, and memorize the menu, safety, and sanitation procedures.
- Demonstrate leadership and customer service skills in a fast paced, high volume corporate restaurant.
- Train new hires, organize schedules, and follow the assigned training agenda.
- Establish positive relationships with co-workers and managers through a solid work ethic, positive attitude, and dependability.
- Provide excellent customer service, properly handle customer complaints, demonstrate efficient teamwork skills, and effective communication skills.

CASHIER / TEAM LEAD

ALDI, Englewood, OH / April 2020 – June 2021

- Manage transactions and collect payment with cash and card
- Resolve customer complaints and provide them with relevant information
- Greet customers in a friendly manner
- Maintain a clean and tidy work space

STORE ATTENDANT

***Hoggies To Go, Painter Creek, OH / Aug 2014 –
Mar 2016***

- Count money and make bank deposits.
- Investigate and resolve complaints regarding food quality and service.
- Schedule and receive food and beverage deliveries, and verifying product quality and quantity.

DANCE TEACHER

***Tip Tap Toe School Of Dance, Arcanum, OH / Sep
2013 – May 2019***

- Explain and demonstrate artistic techniques
- Maintain student attendance records
- Prepare students for performances, and other assessments.
- Organize performance groups and direct rehearsals.