

CAITLIN BRIGHT

ASSISTANT MANAGER

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SUMMARY

Motivated go-getter who has a desire to always put in my best work.

Recognized as a team leader who creates positive environments and drives for results.

Focused on building skills to increase responsibility and career advancement.

WORK EXPERIENCE

2016-2019

Shift Lead – Café Rio

2018-2019

Paralegal – Lexington Law Firm

2019-Current

Assistant Manager – Panda Restaurant Group

- Understands, follows, and trains others on all procedures and policies.
- Creates plans to achieve financial goals that align with company standards
- Works directly with customers, team, vendors and upper management
- Able to order and organize store based on needs and flow of business

REFERENCES

Available upon request

EDUCATION

West High School

Salt Lake City

UT

3.8 GPA

High Honors Diploma

Salt Lake Community College

Taylorsville

UT

Currently Attending
Working towards AS degree in
Business

KEY SKILLS

- GREAT CUSTOMER SERVICE
- ORGANIZED
- ABLE TO COMMUNICATE EFFECTIVELY
- EFFICIENT IN MS WORD, EXCEL, POWERPOINT

AWARDS

- NATIONAL HONORS SOCIETY
- ATTENDANCE AWARDS