

# Katie Jordan

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## Education

- Bachelor of Fine Arts, Musical Theatre Ball State University

## Employment

Server Oct 2020-Present  
Olive Garden Muncie, Indiana

- Greeted all guests in a formal and friendly manner
- Listened and recommended beverages and sides upon request
- Delivered food in a friendly and timely manner
- Analyzed guest's needs
- Communicated with kitchen orders specific requests or any allergies with diligence and seriousness
- Handled money in forms of cash, cards, checks, and food stamps
- Open and closed restaurant
- Regularly checked in with guests to make sure all needs were met

Server Jan 2016-Aug 2019  
Le Peep Mount Prospect, Illinois

- Assisted guests with making food and beverage choice in an effective manner
- Memorized a three-page menu with breakfast, lunch, and dinner items
- Routinely cleaned menus, tables, seats, floors, and countertops
- Managed and produced utensils daily
- Complied with quality expectations
- Made long-term customer relationships to enhance dining experience
- Introduced items to increase restaurant sales

Speech Judge Jan 2020-March 2020  
Prospect High School Mount Prospect, Illinois

- Watched actors perform and gave thoughtful critiques to help aid the performance
- Energetically offered insight into what was seen in competition space
- Positively and innately scored pieces in a fair manner
- Used fairness and skill to determine ranking scores

## Awards and Achievements

- State Champion for Dramatic Duet Acting
- Won Best Performer at Chicagoland Showcase twice
- Dean's List
- Volunteered for Chi Omega Charity
- Dean's Scholarship
- Lead madrigals through President position