

Contact

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(LinkedIn)

Top Skills

Bilingual
Restaurants
Customer Service

Languages

Polish (Native or Bilingual)
Spanish (Minor) (Limited Working)

Honors-Awards

National Honor Society
Scholarship Award

Anette Niebrzydowski

Psychology student at Northeastern Illinois University
Greater Chicago Area

Summary

Throughout my years of work & schooling, I am able to apply myself to various tasks using the skills I have developed. I am hard working, with experience in multiple areas. Customer satisfaction and building relationships with those who are serious is key to me. I find solutions to new challenges and use critical thinking skills to allow myself to prosper, grow, and keep situations stable.

Experience

Northeastern Illinois University
Psychology student
August 2019 - Present

Marias Mexican Restaurant
Bartender/Server

August 2015 - October 2018 (3 years 3 months)
9440 Foster Ave, Chicago, IL 60656

- Mixing and serving alcoholic beverages to customers.
- Following all safety and sanitation policies when handling food and beverages.
- Checking a customer's identification to confirm that they are legally able to consume alcohol.
- Monitoring the intake of alcohol by guests, and prohibiting the sale of alcohol to those who are intoxicated.
- Taking food and beverage orders from guests.
- Maintaining the cleanliness of the bar area, as well as bar glasses and utensils.
- Restocking the bar when necessary.
- Physically fit and able to kneel, lift, push and pull.
- Excellent math, money handling, reading skills.

RDX LLC

Sales Representative
March 2017 - October 2017 (8 months)

Lincolnwood

Truckload, Expedited, Hazardous Material, and Specialized Transportation Services.

RDX LLC is a 70 late model power unit over the road transportation company that specializes in expedited, high value, and hazardous material transport in 48 states.

RDX Brokerage LLC is full service logistics capacity solutions and managed transportation company

City tap and Grill

Bartender/server

August 2016 - January 2017 (6 months)

Illinois

OTG Sports

Instructor

January 2013 - January 2017 (4 years 1 month)

On The Go Sports Instructor.

-Elementary school gymnastics

-Elementary school volleyball

Jidd Motors

Sales Representative

March 2016 - June 2016 (4 months)

Des plaines, Illinois

-Understands automobiles by studying characteristics, capabilities, and features; comparing and contrasting competitive models; inspecting automobiles.

-Develops buyers by maintaining rapport with previous customers; suggesting trade-ins; meeting prospects at community activities; greeting drop-ins; responding to inquiries; recommending sales campaigns and promotions.

Qualifies buyers by understanding buyer's requirements and interests; matching requirements and interests to various models; building rapport.

-Demonstrates automobiles by explaining characteristics, capabilities, and features; taking drives; explaining warranties and services.

-Closes sales by overcoming objections; asking for sales; negotiating price; completing sales or purchase contracts; explaining provisions; explaining

and offering warranties, services, and financing; collects payment; delivers automobile.

-Provides sales management information by completing reports.

-Updates job knowledge by participating in educational opportunities; reading professional publications.

-Enhances dealership reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

North Park University

Student

August 2012 - October 2015 (3 years 3 months)

Chicago, Illinois

Private Liberal Arts Christian University

Nonna Silvia's Trattoria

Hostess

August 2014 - February 2015 (7 months)

Park Ridge, Illinois

Chili's

Server

March 2012 - July 2014 (2 years 5 months)

Rosemont, IL

- Serve alcohol in regards to the law, handling requests quickly and efficiently
- Calculate restaurant bills accurately, and always letting customers know about new deals benefiting both them and the restaurant
- Work as a team, assisting others in need putting use of my "free" time

Mickey's Bar & Patio

Hostess

August 2013 - December 2013 (5 months)

Lincoln Park, Illinois

- Make sure all menus are wiped down, free of spots or stains, and complete.
- Make sure entry doors are clean, free of debris and inviting.
- Check with phone reservationists, or answering machine messages to assure that all reservations are noted.
- Check with manager to assure there are no large or private parties that are not known about.
- Plan out the seating chart and organize the reservations (planning is everything when running an effective host stand).

- Greet guests, escort them to their table, and present menus.
- Make sure the server is aware they have been sat.

Holiday Inn Chicago O'Hare

Guest Service Agent

June 2013 - August 2013 (3 months)

5615 North Cumberland Avenue, Chicago IL 60631

- Responsible for the accurate check-in and check-out of each guest.
- Ensures that all guest contact is courteous, informative and thorough.
- Ensures that rooms are clean prior to issuing keys.
- Responsible for posting charges, settling folios for individual, groups and due-outs communicated through Housekeeping.
- Receives cash, checks, credit cards and comps in payment. Obtains proper approval and authorization.
- Maintains an operating bank, renders bills and issues change throughout shift.

The Buckle

Sales Associate

September 2012 - December 2012 (4 months)

Norridge, IL

- Maintaining inventory in the back
- Arranging inventory on the store floor
- Tagging merchandise
- Setting up promotional material and displays
- Replenishing inventory
- Reorganizing items
- Maintaining a neat and tidy store

The Clerk of the Circuit Court of Cook County

Election Judge

March 2012 - March 2012 (1 month)

Cook County

Election judges have many responsibilities and perform several tasks on Election Day, including:

- Opening the polling place at 6 a.m. sharp and closing it at 7 p.m.
- Setting up election equipment
- Providing assistance to voters
- Signing in voters
- Verifying voter qualifications
- Distributing ballots/activation cards for touch screen machines

- Operating voting equipment
- Filling out forms
- Processing and transmitting votes when polls close
- Certifying vote totals

*This was a one day job that required training along with a test needed to pass afterwards. Once passed, eligibility as a payed Cook County Judge was given to an area within your County.

Pizza Hut

Server/CSR/Hostess

February 2010 - February 2012 (2 years 1 month)

Norridge, IL

- Interacted with customers in a busy setting and promoted customer satisfaction
- Operated computers and the cash register, making payments for customers easy and quick
- Enthusiastically greeted customers, leaving customers coming in and leaving satisfied

Education

Northeastern Illinois University

Psychology · (2019 - 2021)

North Park University

Registered Nursing/Registered Nurse · (2012 - 2015)

Northeastern University

Psychology