

Coleta Larson

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Professional Summary

1. Hi. I'm 25 years old. I'm currently working on my diploma in professional pastry arts and vet tech.
2. I'm a hard working person and willing to learn for a job. I will put my heart and soul into what I do.
3. I love being around people and have good social skills.
4. I'm very detail oriented. Numbers, Counting, Organizing I'm good at.
5. Working mainly in food service, I've dealt with customers and have received positive feedback about my customer service.

Work Experience

Press Operator

DKM Manufacturing | Victor, IA

November 2024 to Present

Jimmy Johns inshop

Jimmy John's Sandwiches | Pella, IA

October 2023 to November 2024

Inspector/Packer

Priority Plastics Inc | Ottumwa, IA

February 2023 to July 2023

I worked as an inspector and packer. I inspected plastic bottles for any imperfections. I made sure all work was done. I packed them according to instructions.

Production Crew

Jaarsma Bakery | Pella, IA

July 2022 to January 2023

As part of the Production Crew I helped create our baked goods, clean, prep items, and stock things. I worked the early morning shift which was nights into days.

Barista

Scooter's Coffee | Pella, IA

June 2021 to September 2021

I was a barista. I opened the store and closed. I made coffee drinks, smoothies, worked drive through window, and could take orders quickly. I multitasked daily and worked with my team to get things done.

I worked full time and worked mornings, nights, and evenings, typically 6 days a week.

Sonic Carhop

Sonic Drive-In | Ottumwa, IA

September 2020 to May 2021

I was a full time carhop. I worked at least 5 days a week. I would sometimes work 10-11 hour shifts.

Kitchen Crew

Casey's General Store | Monroe, IA

November 2018 to August 2019

I work in the Kitchen starting after 18th birthday. I frequently would help out others and cover shifts when needed. In this time I never called in sick. I got to know customers and would enjoy seeing them. I helped to train new people and never got wrote up.

Cheryl was my boss and her phone number is 515-729-7551

Education

High school diploma or GED

North Mahaska Jr-Sr High School | New Sharon, IA

August 2015 to May 2019

High school diploma

Skills

POS **Flexibility** **Coffee Experience** **General Computer Skills such as word and excel** **Barista**
Experience **Driving** **Cake Decorating** **Childcare** **Catering** **Cooking** **Culinary Experience** **Meal**
Preparation **Food Safety** **Reliability** **Baking** **Food Handling** **Packaging** **Busser** **Kitchen**
Experience **Team Work** **Serving Experience** **Problem-solving** **Restaurant Experience**

Awards

Presidents List

February 2020

This was due to my academic grades for my second term of college.

B Honor Roll

May 2019

This was a award for having between a 3.0 and a 3.5 GPA throughout all of high school.

Certifications and Licenses

First Aid Certification

CPR Certification

Driver's License

June 2019 to November 2027