

Lisa Thomas

Objective

I would like to pursue a Management position at a healthcare facility.

I am a friendly and dedicated individual who has the ambition to succeed in any environment. I have extensive experience in customer service as well as the foodservice industry. I work very well with others and also work efficiently on my own.

Work Experience

2007 – 2012	HCA/St. Lucie Medical Center	Port St. Lucie, FL
2012 – 2015	Sodexo, Inc.	
2015 – Present	St. Lucie Medical Center	

Supervisor

- Supervision of 45 foodservice employees in a healthcare setting.
- Department scheduling of employees.
- Responsible for payroll using Kronos and ADP system.
- Responsible for weekly order entry and updating order guides.
- Responsible for yearly HCA inventory.
- Responsible for Sodexo weekly reporting and HCA monthly reporting.
- Responsible for creating and filing all HACCP and temperature logs monthly.
- Accounts receivable, cash handling and ordering office supplies.
- Work in various aspects of foodservice environment.
- Sanitation and safe food handling skills.
- Excellent Customer Service Standards.

2005 – 2011	HCA/Raulerson Hospital	Okeechobee, FL
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Department Secretary – Nutritional Services

- Accounts receivable and billing.
- Cash handling.
- Filing and ordering of supplies.
- Customer Service.

2006 – 2007	Weatherbee Elementary	Ft. Pierce, FL
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Food Service Assistant 1

- Food service and preparation.
- Cash handling.
- Working in a rotation of duties.
- Customer Service.

2006 – 2007 QVC Port St. Lucie, FL

Order Entry Representative

- Enter orders as specified by the customer on computer system.
- Customer Service.

2005 – 2006 Sodexo, Inc. – Jupiter Medical Center Jupiter, FL

Patient Services Manager

- Manager of 50 foodservice employees in a healthcare setting.
- Responsible for Patient Trayline and Diet Office Room Service POS System.
- Department scheduling of all employees in various positions.
- Responsible for payroll using Kronos system.
- Accounts receivable and billing, cash handling and ordering office supplies.
- Strong sanitation and safe food handling skills.
- Inventory, ordering and meal planning.
- Excellent Customer Service Standards.

1996 – 2005 HCA/ St. Lucie Medical Center & Sodexo, Inc. Port St. Lucie, FL

Supervisor

- Supervision of 45 foodservice employees in a healthcare setting.
- Department scheduling of all employees in various positions.
- Responsible for payroll using Kronos system.
- Accounts receivable, cash handling and ordering office supplies.
- Work in various aspects of foodservice environment.
- Sanitation and safe food handling skills.
- Excellent Customer Service Standards.

1994 – 1998 Winn Dixie Stores, Inc. Ft. Pierce, FL

Assistant Deli Manager

- Assistant Manager of 15 – 20 employees.
- Providing excellent customer service to store patrons.
- Scheduling, inventory and ordering of supplies.
- Prep and cooking.
- Cash handling.

1993 – 1994 Wal-Mart Pharmacy Ft. Pierce, FL
Sales Assistant

- Customer Service.
- Inventory and ordering.
- Re-stocking shelves.
- Assist Pharmacist with prescription refills.
- Cash handling.

1991 – 1992 Buck-A-Roo Ft. Pierce, FL
Sales Assistant

- Greeting the public.
- Inventory and ordering.
- Stocking shelves.
- Cashier.

1990 – 1993 Lee’s Famous Recipe Ft. Pierce, FL
Customer Service/Team Leader

- Front Counter and Drive-Thru Cashier.
- Preparing customer orders.
- Customer Service.
- Catering events.

Education 1988 – 1992 Ft. Pierce Central High School Ft. Pierce, FL
Academic Diploma

- Received Academic Diploma and top honors with 3.7 GPA, graduating at Top of Class

Community Activities Treasure Coast Football Conference Executive Board: Scholastics Director since 2006 overseeing 4000 athletes.

Pop Warner Volunteer since 1999.

Skills Microsoft Word and Excel, Windows, Outlook, Meditech, Gempay, Micros POS Systems, Internet Skills.

Basic Food Safety Proficient Certification – Rouxbe Online Culinary School

ServSafe Food Handler Certificate Expires: March 30, 2023

Special Note

Since 1996, I have worked at St. Lucie Medical Center. During that time, I have been moved to the Sodexo payroll as a contract employee more than once. Although, I have also worked at several other facilities, I still filled in positions at St. Lucie as needed.