

# ONORLINE UMUGWANEZA

## EDUCATION

**Oklahoma Christian University**, Edmond, OK  
**No Degree**, Business Administration And Marketing

**Nu-Vision High School**, Rwanda  
**High School Diploma**, 06/2021

## PROFESSIONAL SUMMARY

- Motivated Food Attendant with experience working closely with teammates to serve guests. Diligently follows recipes to prepare food ingredients and complete dishes. Conscientious and self-directed professional successful at working quickly and accurately.
- Organized maintenance worker with successful history of managing competing priorities and meeting challenging performance targets. Works well under pressure to complete physically-demanding work. Safety-oriented team player with strong attendance record.
- Organized and dependable, successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
- To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

I like to meet new people, which is why I prefer to work at places where a lot of people gather and interact.

## SKILLS

- Menu memorization
- ServSafe
- Plates presentation
- Food Preparation
- Cleaning
- Cash Handling
- Sanitization
- Serving
- Cleaning and organization
- Kitchen maintenance
- Food portioning
- Trash Removal
- Painting
- Roofing
- Teambuilding
- Training and Development
- Dependable and Responsible
- Irregularity reporting
- Security Monitoring
- Technical troubleshooting
- Behavior improvements
- Problem-Solving
- Critical Thinking
- Active Listening
- Test administration
- Ability to work under pressure or during rush operations.
- Multi tasking

## WORK HISTORY

**FOOD ATTENDANT** 04/2022 to Current  
**The Branch (UDining)**, Oklahoma City, OK

I serve food in the University cafeteria and as well assist in other Caterings of University events.

- Assisted with meal prep, making and serving items such as salads, in-house dressings and specialty drinks.
- Cleaned and maintained dining area and condiment stations.
- Inspected equipment, refrigerators and warming lamps to check compliance with safe operating levels.
- Greeted customers at counter to fulfill requests and answer questions.
- Restocked supplies and prepared additional ingredients during downtime for expected busy periods.
- Sanitized dining ware and kitchen equipment according to health code standards.
- Learned other teammates' work tasks to train as backup.
- Maintained clean, trash-free workspaces to maximize productivity and safety.
- Strictly followed sanitation and food safety guidelines as required by regulatory agencies and company.

**EXAM PROCTOR** 07/2021 to 12/2022

**Worldwide E- Learning Campus**, Kigali

Worked as a Proctor at Worldwide E-learning Campus during my gap year, communicated clearly and positively with candidates, coworkers and management. This helped me to gain better communication skills and as well better use of virtual technology systems.

- Troubleshoot issues with computer-based examinations.
- Explained library rules, policies and procedures to resolve patron issues.
- Maintained compliance with test center policies, practices and procedures.

**MAINTENANCE WORKER** 05/2022 to 08/2022

**Oklahoma Christian University**, Oklahoma City, OK

- Replaced light bulbs in indoor and outdoor fixtures and checked smoke and carbon monoxide detectors for proper functionality.
- Followed work orders and specifications for machine and equipment replacement, repair or maintenance.
- Provided facility inspection and maintenance to achieve superior levels of cleanliness and upkeep.
- Used problem-solving skills to alleviate issues efficiently with minimal supervision.
- Properly handled, transported and disposed of recycled materials.
- Cleaned and lubricated parts to keep equipment operating at peak performance.
- Removed damaged portions of walls, walkways, partitions and other similar structures in preparation for repairs.

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**HOBBIES**

- I have been playing basketball for four years however, I have not been able to take it to a professional level.
- Minor arts and crafts
- Volley ball
- Cooking
- Decorating.....

**LANGUAGES**

**French**

Elementary

**Swahili**

Elementary

**English**

Full Professional