

Kylie Rheker

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Experience

August 2024-Present

Private Nanny

- Provided attentive care for children, ensuring a safe and structured environment.
- Managed daily routines, including meals, school drop-offs/pickups, and activities.
- Planned engaging, age-appropriate activities and supported learning/homework.
- Maintained a clean, organized home with housekeeping.
- Communicated regularly with parents and handled scheduling, transportation, and safety needs.

January 2024 - July 2024

Sales Associate/Receptionist - *Hand & Stone, Massage and Facial Spa, Apex NC*

- Answered incoming calls and responded to client inquiries.
- Scheduled and confirmed appointments to maintain calendars.
- Checked in clients and went over patient paperwork with them.
- Checked out clients and processed payments.
- Entered customer information into the company database.
- Sold products, giftcards, and memberships.

September 2023 - December 2023

Production Assistant - *MyBridge.FM Radio Station, Washington NC*

- Wrote radio scripts for advertising partners.
- Recorded and edited radio commercials.
- Supported day-to-day operations of the station.

August 2022 - July 2023

Server - *True Food Kitchen, Dallas Texas*

- Served guests with food and beverages.
- Provided information to help with food and beverage selections.
- Present ordered choices promptly and efficiently
- Maintain dining atmosphere with an enthusiastic attitude.
- Prepared room for dining by setting decorations, condiments, candles, napkins, service plates, and utensils.
- Protects establishment and guests by following sanitation safety, and alcohol policies.

March 2019 - August 2021

Barista Shift Lead - *Eos Cafe and Coffee House, Saint Clair Shores, MI*

- Greeted customers at the front counter, answering questions, inputting orders into POS system, and responding to phone calls.

- Discussed menu items and preparation methods with customers and suggested promotional items to increase sales.
- Oversaw food preparation, production, and presentation according to quality standards.
- Trained new employees in operational procedures and modeled duties for front and back house positions.
- Supervised team of employees in busy establishment, maintaining a positive and productive atmosphere to enhance employee experience.
- Coached Kitchen team members and motivated performance to achieve demanding objectives in high-volume kitchen settings.
- Offered support to other stations during busy shifts to maintain optimal coverage and meet customer needs.

Education

August 2021 - 2023

Biblical Studies – *Upperroom School of Ministry*

June 2020

High School Diploma – *Faith Christian Academy*