

FAYE DYKE

CONTACT



Objective: To work in my community as an Enrichment Clerk at the Chillicothe and Ross County Public Library by providing guests with a comfortable and well-informed visit. I understand the library is an important place to help others grow by providing them with the tools to do so. I have ample experience in working with the public at retail jobs, as well as food service jobs. I have obtained the skills at past jobs to be a friendly, personable, and solution-based employee. I am ready to help patrons with whatever needs they have, and direct them to the resources they need to enrich their lives.

Working at Paper City Coffee as both a kitchen lead and as a barista for the past year and a half, I have put down roots in downtown Chillicothe and gotten to know the people behind the place. I am now seeking to serve them in a new way that will put my people skills to use, while challenging myself in a new environment where I can continue to grow professionally.

How past jobs have shaped me:

As someone currently working in the food and beverage industry, I have been able to refine my work style to become a detail oriented employee. I do not send out products I am not proud of, therefore I do not do work I am not proud of. It is important to me to communicate well and show up at my best. However, I have also learned that on days when I am not at my best, I can talk to my team about what would help me to be better, so that I can accomplish my goals for the day. I apply this to every work environment I am in, regardless of the job description. I know that by keeping my mind open to new information and being flexible, I can excel at anything I put the work into.

Work Experience:

➤ **Steiner's Speakeasy**

- Bartender (currently employed part-time)
- Started on 5/01/2024

Top responsibilities:

- Making specialty crafted cocktails
- Keeping a clean work environment
- Adhering to all health and safety requirements
- Giving excellent recommendations to customers based on their preferences
- Organizing events
- Helping keep track of product inventory and supplies needed for grocery runs

➤ **Paper City Coffee**

- Barista and Kitchen Lead
- Started on 01/01/2023

Top responsibilities:

- Prepping ingredients for food and beverages
- Keeping track of seasonal menu items and how to make them
- Maintaining a clean and organized work environment
- Helping customers with anything they may need
- Operating point of sale
- Keeping stock updated on the online ordering system, and updated for smooth POS transactions
- Fulfilling online orders on a schedule and in a timely fashion

Education:

➤ **Zane Trace High School**

-High School Diploma, graduated 2012

➤ **Ohio University Chillicothe**

-Majored in Fine Arts and Psychology
(Have not graduated)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]