

Dimitri Kandalepas

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Education

DePaul University

Expected Graduation: December 2012

Junior pursuing Bachelor in Business Administration with a focus in Entrepreneurship

Employment History

Demetri's Greek Restaurant, Deerfield, IL
Waiter

June 2011 – Present

- Served beverages and food to customers
- Built and maintained strong relationships with customers to earn repeat business
- Administered kitchen duties whenever needed to operate more efficiently
- Promoted a healthy working environment

Familia Foods, Berwyn, IL
Assistant Manager

June 2010 – April 2011

- Built relationships with customers to earn repeat business and promote customer satisfaction
- Oversaw storefront operations including customer checkout, inventory, and general maintenance
- Addressed concerns raised by customer and employees as needed
- Trained staff on customer interaction and checkout systems
- Reconciled cash registers regularly

Plunkett Home Furnishings, Hoffman Estates, IL
Office Assistant

October 2008 – May 2009

- Created customized product packages for major clients
- Fielded calls to sales associates and assisted customers with general inquiries
- Made regular announcements through the intercom system
- Completed purchase orders and scheduled deliveries

Skill Profile

- Proficient in Microsoft Office, Adobe Photoshop, and Adobe Illustrator
- Experience handling confidential information
- Fluent in Greek
- Interpersonal and Public Speaking Experience

References

- Available Upon Request