

J M

JALEN MONTGOMERY

ABOUT ME

A self-motivated and responsible rising college student looking to increase my work experience.

CONTACT

Location: Sherman Oaks, CA

Phone: 240-810-4916

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EXPERTISE

POS System
Problem Solving
Analytical Thinker
Microsoft Office
Proficient in Google Suite

EXPERIENCE

HomeState / Server Sherman Oaks, CA

July 2022 - Sept 2022 (Summer)

Serving guests the highest quality of products, delivering the best customer experience. Operated a touchscreen POS, and carefully and efficiently handled money transactions. Troubleshoot with any and all product and equipment issues that occur on-site. Manage time efficiently on shift by following checklists and prompts from previous shifts. Ensure storefront, service and kitchen areas are clean and appealing to guests. Constantly organize, and maintain customer areas and service areas.

Sweetgreen / Crew Member Studio City, CA Februarary 2024 - Present

As a crew member at Sweetgreen, I work in the front of house, providing friendly and efficient customer service while helping guests build custom salads and grain bowls to their preferences. I ensure accurate and timely order preparation, maintain a clean and organized service area, and follow all food safety and sanitation guidelines. I collaborate with team members during busy shifts to create a smooth and positive experience for every guest, while also assisting with restocking, prep, and closing duties as needed.

Legends / Warehouse Associate Hawthorne, CA

November 2020 - January 2022 (Seasonal)

Picked and packed for an on-line retailer at their warehouse. Scanned products in, processed orders for shipment, picked orders from bins, packed orders, prepared shipping labels.

Ace Hardware / Sales Associate La Crescenta, CA

April 2021 - Novemeber 2021

Proactively assist customers in solving problems. Friendly outgoing demeanor that works well with customers as well as associates. Strong product knowledge and knowledge of the store layout Cashier duties. Working in the paint department assisting customers with customized paint services and color mixing. Assisted with receiving, checking in and stocking merchandise.

EDUCATION

**Otis College of Art & Design
Game Design / B.F.A**
August 2022 - May 2025
GPA 3.85 / Dean's List

**Santa Monica College
Animation**
August 2021 - August 2022
GPA 3.7 / Dean's List

**Crescenta Valley High School
Focus: Art & Design**
September 2017 - June 2021
GPA 3.3 / Honor Society

CERTIFICATIONS

**ServSafe certification for
both food and alcohol**