

# Rita-Jane Giese

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## Education

Associate of Arts and Sciences - *Dec 2019*

Rappahannock Community College, Warsaw, VA

Bachelor's of Cybersecurity - *Anticipated Graduation Dec 2022*

Old Dominion University, Norfolk, VA

## Work Experience

- Subway/LJW Inc

- Sandwich Artist - *July 2020 to present*

Responsibilities:

Greet and prepare customer orders timely and accurately

Operate Point of Sale system and cash register to record transactions and accurately collect payments.

Perform Cash-In Procedure - accounting for all forms of money, bread, and other stock items.

Stock items to ensure a sufficient supply for service.

Prep Food for serving under proper safety and sanitation procedures.

Clean and maintain all areas of the restaurant.

- Central Rappahannock Regional Library

- Page - *June 2009 to July 2014*
- Library Clerk - *July 2014 to July 2020*

Responsibilities:

Keep inventory of Library Materials.

Keep Library areas neat.

Assist Customers with library technology, locating materials, on demand computer tutoring, research, and other services.

Handling cash, credit, and check transactions for fines and book sales.

Lead and assist with library classes/programs.

Train New employees on library operations and computer systems.  
Supervised other employees in the absence of managers.

### Professional Skills

Experience working with SirsiDynix Horizon Library Management System.  
Point of Sale and Square Terminal Credit Card Machine experience.  
Customer Service, in person and through telephone.  
Cash Handling.  
Cooperation and Communication with coworkers to ensure task completion.  
Proficiency with Windows and Chrome OS, Microsoft Office and Google suites.  
Proficiency in Computer Skills such as typing, researching, emailing, e.t.c.  
Proficiency working and troubleshooting Xerox Workcentre Printers.  
Computer Tutoring and troubleshooting.  
Supervisory Experience; training and supervising employees.  
Leadership Experience; led multiple classes and events in the library