



# TYRA BARTON

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## EDUCATION

**HERRON SCHOOL OF ART AND DESIGN, INDIANA UNIVERSITY, INDIANAPOLIS, IN**  
**BFA DRAWING & ILLUSTRATION | EXPECTED GRADUATION JUNE 2025**

Dean's List (2019-2025) | Academic Excellence Scholarship Recipient | 3.908 GPA

## EXPERIENCE

**SAM'S CLUB | AUG 2024 - PRESENT**

**PRODUCE ASSOCIATE**

Provided friendly, courteous service to guests. Maintained a tidy and organized store. Helped guests locate merchandise. Monitored sales floor and merchandise displays for presentable condition, taking corrective action such as restocking or reorganizing products. Followed safety protocols crucial for maintaining safe environments for customers and staff. Carried out opening, closing, and shift change duties. Verified freshness of produce and flowers by checking for quality and rotating stock.

**MCALISTER'S DELI | JAN 2022 - AUG 2024**

**SHIFT LEADER (JAN 2023 - PRESENT) | SERVSAFE CERTIFIED**

Delegated daily tasks and responsibilities. Completed cash and credit card transactions using POS software. Resolved customer complaints and issues and offered solutions to maintain customer satisfaction. Prepared shift summary reports for supervisor and communicated regularly on goals and progress. Managed shift operations, monitored team performance, and helped team members who needed it most. Took note of inventory and ordered the accurate amount.

**CATERING MANAGER (MAY 2022 - DECEMBER 2022)**

Provided friendly, courteous service to guests. Maintained flexible schedule to meet event needs. Delivered catered food and supplies to facility for on-time set-up. Prepared and presented food to guests promptly and accurately.

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### **RESTAURANT TEAM MEMBER/TRAINER (JAN 2022 - MAY 2022)**

Greeted guests and answered menu questions. Answered the phone to take orders and to address guest questions/concerns. Carried out opening, closing, and shift change duties. Operated register to process payments and collect cash payment. Restocked condiment dispensers, napkins, silverware, and drink machines. Used proper techniques to prepare food and ingredients. Verified freshness of ingredients and food by checking for quality, rotating stock, and recording old and new items. Mentored new hires. Monitored and reported trainee progress while addressing individual needs. Delivered instructional presentations on equipment use.

### **GOODWILL INDUSTRIES | JAN 2021 - JULY 2021**

#### **STORE ASSOCIATE**

Maintained a tidy and organized store. Greeted and welcomed guests in a friendly and professional manner. Helped guests locate merchandise. Balanced and organized cash register by handling cash and counting change. Answered questions about store policies and customer concerns. Monitored sales floor and merchandise displays for presentable condition, restocking or reorganizing products when needed.

### **CRACKER BARREL | JAN 2017 - JAN 2022**

#### **SERVER/HOST**

Served food and beverages promptly while being attentive to individual needs. Maintained clean and organized dining areas. Worked with POS system to place orders, manage bills, and handle complimentary items. Set positive tone for dining experience. Resolved customer complaints promptly and professionally. Followed health and safety protocols. Took reservations and to-go orders by phone, answered customer questions, and informed them of accurate wait times.

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## **SKILLS/TRAITS**

- Communication
- Organization
- Multitasking
- Attention to detail
- Team player
- Dependability
- Honesty
- Google Suite
- Microsoft Office Suite
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat

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## **CERTIFICATIONS**

- ServSafe Certification