

Megan Trout

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Authorized to work in the US for any employer

Work Experience

Realtor

Dalton Wade Real Estate Group-Saint Petersburg, FL
June 2018 to Present

Server

Clearsky on Cleveland/Clearsky Draught Haus-Clearwater, FL
February 2018 to January 2022

- Handled a high volume of customers regularly
- Took orders
- Checked on customers frequently
- Bussed tables
- Set up payments by POS
- Kept the restaurant clean and sanitary

Front desk and office manager

Smile Labs-Omaha, NE
August 2016 to November 2017

Assistant Director

A to Z Learning Academy-Omaha, NE
March 2013 to February 2014

Ran the facility from office work to actually being in the classroom when a fill in was needed

Steakhouse- Lead Hostess

Caesar's Entertainment-Council Bluffs, IA
April 2012 to 2013

Operate cash register

- Seat customers
- Assist wait staff
- Operate front of house activities
- Supervisor type responsibilities
- Closing when the manager is off

Food and Beverage Management Internship

HORSEHOE CASINO-Council Bluffs, IA
March 2012 to May 2012

Mentored by Cory Johnson, Director of Food & Beverage for both properties

- 10-12 hours per week
- Focused on behind the scenes managerial work

Jack Binion's Steakhouse Hostess

Caesars Entertainment-Council Bluffs, IA
November 2010 to April 2012

Seat customers

Buffet cashier/host

Caesar's Entertainment-Council Bluffs, IA
March 2010 to November 2010

Operate cash register

- Seat customers
- Assist wait staff
- Occasionally volunteer help in other areas of casino (with pay)

Childcare Assistant

Kid's Network-Omaha, NE
January 2008 to 2010

Care for school age children before and after school

- Play games with the children, do arts and crafts, and instruct large group games

Hostess

Shirley's Diner-Omaha, NE
March 2007 to January 2009

Clean and set tables

- Seat customers and fill drink orders
- Lead other hosts and assist waitresses

Education

Real Estate (Certificate)

Randall School of Real Estate-Omaha, NE
2015 to 2015

Hospitality (Associate)

Metropolitan Community College-Omaha, NE
August 2009 to 2012

Skills

- Accounting
- Customer support
- Computer literacy
- Inside sales
- Phone etiquette

- Budgeting
- Writing skills
- Conflict management
- Server
- Office Management
- Account management
- Customer relationship management
- Executive administrative support
- Typing
- Sales strategy
- Data entry
- CRM Software
- Fair Housing regulations
- Microsoft Outlook
- Customer Service
- Client services
- Real estate administrative experience
- Sales
- Marketing
- Quality control
- Customer retention
- Business development
- training
- Upselling
- Time management
- Property Management
- POS
- Negotiation
- Call center
- Web development
- Project management
- Outside sales
- Relationship management

Languages

- English

Certifications and Licenses

Real Estate License

June 2018 to Present

food handler certificate

Driver's License

Additional Information

Computer Skills

Proficient in: Microsoft Word, Microsoft PowerPoint, and Microsoft Excel

Keyboarding, Photoshop, Internet Research, and E-mail