

Cherise V. Dyer

20424 Haviland Avenue, Hayward, CA 94541

(510) 258-3653

E-mail: Cherise_V_Dyer@yahoo.com

OBJECTIVE

Accomplished worker seeking to leverage extensive background with a company that provides career advancement opportunities. Extremely motivated for a career and eager to contribute to a company in order to enhance in growth and development.

HIGHLIGHT OF SKILLS

MICROSOFT: WORD, EXCEL, POWERPOINT, OUTLOOK, INTERNET RESEARCH, MICROSOFT PUBLISHER

Type 50wpm

Alpha-numeric data -entry

Nortel Phone System

Windows 98 to 00

Strong communication skills

Customer Service

Ability to Multi Task

10-key

2008-Present *Dyer's Catering, San Leandro, CA*

Hostess/Server/Kitchen

Responsible for greeting venue guests and escorting them to an appropriately sized table for the size of their party. Assists the dining staff in assuring that guests receive prompt and courteous service. Aide in preparing beverages and expediting food orders. Clean and prepare various foods for cooking or serving. Set up banquet tables. Stock supplies such as food and utensils in serving stations, cupboards, refrigerators, and salad bars. Transfer supplies and equipment between storage and work areas, by hand or using hand trucks. Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand. Maintain kitchen work areas, equipment, and utensils in clean and orderly condition. Place clean dishes, utensils, and cooking equipment in storage areas. Prepare and package individual place settings.

2003-2008 *Neves Housecleaning, Livermore, CA*

Administrative Assistant

Managing the day-to-day operations of the office. Organizing and maintaining files and records. Planning and scheduling appointments for clients. Preparing and editing correspondence, reports, and presentations. Providing quality customer service. Working in a professional environment

2000-2003 *NextiraOne, San Mateo, CA*

Sales Associate

Assist and run a sales executive team and coordinate with general manager. Arrange meetings, conference calls and customer events. Made travel arrangements and organized presentations. Merge forecast for sales revenue on a weekly basis. Created contracts valued up to nine million dollars. Updated maintenance and warranty contracts. Assisted training for new account executives. Assist receptionist-answering switchboard with 300 lines

1997-1999 *New York Life Insurance, San Ramon, CA*

Systems Liaison

DMS clerk, receptionist. Responsible for reporting and correcting system errors. Performed 10-key, filing, data entry and shipped out files.

1996-1997 *Roundsville Rehabilitation Center, Oakland, CA*

Phone Receptionist/Activity Director

Assisted the Activity Director with creating activities for the elderly. Focused on leisure, entertainment and socialization, while recreational therapists develop activities designed to keep senior citizens active, healthy and mobile. Often worked one on one and in group settings including games, music, religious services, and one on one time with clients.

1995-1996 *Lucky's Grocery, San Leandro, CA*

Bookkeeping

Counts paper currency, change, credit card receipts and checks and totals against print outs for accuracy. Prepare deposit slips. Count and verify funds in safe and prepare for pick up by armored carrier. Reconcile lottery/lotto tickets, postage stamps, bus passes, Western Union, Money Orders, vending machines, change redemption machines and register tills. Receive and breakdown funds delivered by armored carrier. Operate computer to input numerical data. Reconciles refunds/voids daily and accurately. Documents checker errors daily. Collect cash from checkers and provide checkers with smaller bills for change. Balanced safe at closing.

Education:

San Leandro High School 1996

200 Bancroft Avenue, San Leandro, CA 94577

Excellent references available upon request

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Dear Hiring Supervisor,

Please accept this cover letter and my attached resume for the any open position you may have available within your establishment. I have a multitude of experience in a variety of fields. I would like to find a position within your company where I would have a positive impact on people, also to obtain and maintain a stable position that offers the opportunity to improve my current skills as well as to learn new skills.

In addition, I enjoy working in a fast-paced environment with people from diverse backgrounds. This experience has given me a thoughtful understanding of good business techniques, and professional protocol. I also possess a strong technical aptitude and have proven ability to quickly grasp new concepts. I am both thorough and efficient in my work; I believe that my work is a reflection of me.

After reviewing my resume, I look forward to you contacting me to schedule an interview. I may be reached at the telephone number as listed above. I thank you in advance for your consideration and I look forward to hearing from you.

Respectfully Submitted,

Cherise V. Dyer