

VictorMartinez-Resume 2013

VICTOR MARTINEZ

5222 Panama Ave.
El Cerrito CA 94530
Phone: 408-761-0856
victorvicm@yahoo.com

SUMMARY OF QUALIFICATIONS

- * Demonstrated ability to meet the needs of patrons, dependable, hard working, reliable, and punctual.
- * Competent using software including: Windows, Word, PowerPoint, E-mail, and the Internet.
- * Met with customers to determine expectations and followed up to measure satisfaction levels.
- * Processed and received customer payments for goods by cash providing correct change as required.
- * Assisted in working out totals for cash and other takings at the end of each working day and preparing money for bank deposits.
- * Resourceful, energetic, competent, multi-task and results-oriented.

EXPERIENCE

Banquet Server/Bartender - 2009 to 2012
The Party Staff, Campbell, California

- * Recognized for delivering quality products and service
- * Obtained and replenished supplies of food, tableware, and linen
- * Served meals and beverages to patrons
- * Resolved customer complaints regarding food service
- * Ensured customer satisfaction by monitoring needs and filling special requests
- * Performed a variety of tasks including hosting and cocktail serving
- * Performed nightly sanitation inspection at closing

Installer/Customer Service - 2008 to Present
Bizzy Space, San Jose, CA

- * Maintained positive customer relationships
- * Coordinated employees, equipment and materials on several projects simultaneously
- * Participated in work crews on the maintenance of office areas
- * Demonstrated excellent communication skills with staff, managers, and clients

Banquet Server/Bartender - 2008 to Present
Servers On Demand, San Jose, California

- * Recognized for delivering quality products and service

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