



4/18 Wed 11:00

server

Tamara Macfarlane <

outsourcing.com>

Fwd: BANQUET SERVERS, COOKS, DISHWASHERS and CASHIERS NEEDED (Los Angeles Area)

1 message

Bonnie Shane <bonnie@acrobotoutsourcing.com>
 To: Tamara Macfarlane <tamara@acrobotoutsourcing.com>

Mon, Apr 15, 2013 at 1:48 PM

----- Forwarded message -----

From: **Kate Zimmerman** <7d75051933e43d27930699442cad6c18@reply.craigslist.org>

Date: Fri, Apr 12, 2013 at 5:31 PM

Subject: BANQUET SERVERS, COOKS, DISHWASHERS and CASHIERS NEEDED (Los Angeles Area)

To: cxtz-3739981111@job.craigslist.org

In response to Ad for Banquet Servers:

<http://losangeles.craigslist.org/lac/fbh/3739981111.html>

Dear Acrobat Outsourcing,

I am new to the LA area with reliable transportation, a strong work ethic, and a very flexible schedule. I am an experienced server who is highly adaptable and comfortable in a variety of industries. Feel free to contact me with any questions, I look forward to working with you!

Kate
 (301) 602-0369

Kate Zimmerman

167 S. Normandie Ave Apt#303

Los Angeles, CA 90004

K3Zimmerman@gmail.com

(301) 602-0369

Education:

University of Maryland, Bachelor of Arts, Psychology & Human Development, May 2012

Work Experience:

International City/County Management Association**11/26/2012-03/15/2013****Member and Customer Support Specialist**

- Answered member and customer inquiries thoroughly, by researching, locating, and providing accurate information via various communications platforms
- Performed front desk management and improved daily operations through new organizational tactics
- Promoted additional services by recognizing opportunities to up-sell and explain new features, products, and web-conferences
- Wrote documentation, information and FAQ's for online and in print
- Assisted customers in any way possible to make ICMA processes, procedures, and resources clear and

easy to use and under budget

Ninotch: an Urban Retreat

12/2011-11/25/2012

Receptionist/Assistant

- Marketed new products that increased overall sales
- Fulfilled appointment requests that maximized customer satisfaction and minimized labor costs
- Managed accounts receivables and ensured clients' payments were up to date
- Adjusted staff schedule as needed to ensure full coverage for clientele
- Addressed customer satisfaction by following up on new services and addressing complaints to ensure return customers
- Supported social media

American Tap Room

Server

6/2011- 12/2011

- Polished fine dining experience

University of Maryland Undergraduate Psychology

2/2010-5/2011

Research Assistant

- Implemented and managed psychology studies with student participants and trained new research assistants on proper experiment techniques
- Recorded, aggregated, and interpreted data.
- Translated verbal responses and assigned values to categorical data

International City/County Management Association

Intern

4/2011-8/2011

- Jumpstarted 'green' initiative by converting membership files into digital format

Le Pain Quotidien

Server

6/2010- 6/2011

- Received 100% on "Secret Shopper" evaluation
- Frequent top seller

Secrets of Fashion

Executive Assistant, Fashion Consultant

5/2007-

8/2008

3/2010-

8/2010

- Promoted from fashion intern, to executive assistant
- Worked one on one with clients and sold an average of \$5,000 daily
- Learned basic financial operations such as tax calculations, and calculated gross profit

Original craigslist post:

<http://losangeles.craigslist.org/lac/fbh/3739981111.html>

About craigslist mail:

<http://craigslist.org/about/help/email-relay>

Please flag unwanted messages (spam, scam, other):

<http://craigslist.org/mf/bfcf8847d722bd06ef3342669fdb2541d038512a.1>