

305 WILDFLOWER DR. ROSEVILLE, CA 95678  
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## MURISSA J. CHING

### EDUCATION

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1997-2001	Petaluma High School	Petaluma, CA
	<i>High School Diploma</i>	
2003-2005	San Rafael Beauty Academy	San Rafael, CA
	<i>Esthetician Certificate</i>	
	<i>Food Handlers Certificate</i>	

### WORK EXPERIENCE

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2008- Current	Legends and Heroes @ Woodcreek Golf Course
	<i>Manager/Shift Leader/Head Bartender</i>

- Managing a team of employees while maintaining highest level of customer service and food quality. Bartending, cocktailing and food service, with a high level of POS system knowledge. Responsible for opening and closing the restaurant, while running nightly reports, and preparing nightly drop for morning deposit. Assisting general and district managers, banquet facility, and large annual events. Responsible for performing bi-weekly inventory of the entire restaurant. Ran Friday night karaoke.

2006 - 2008	Rooster Run Golf Course
	<i>Server/ Bartender/ Assistant Banquet Captain</i>

- Breakfast, lunch and dinner food service. Opening and closing restaurant, pouring and serving alcoholic and non-alcoholic beverages. Setting up and breaking down banquet. Processing cash and credit card transactions, bussing tables, maintaining utmost cleanliness of server station. Self-starter, self-sufficient, self-motivator. Events include but not limited to: Weddings, anniversaries and special occasion parties.

2004-2005	One-Fifty-Four Restaurant
	<i>Bar Manager/Server/ Beer and Wine Bartender</i>

- Taking orders, serving food and spirits, restocking and cleaning, handling customer complaints, nightly reports and night register closing. Experience in fine dining atmosphere. Organic, sustainable, local, free-range food products.

### SKILLS & HIGHLIGHTS

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- Extremely reliable and punctual.
- Good at dealing with people and maintaining an ultimate level of customer service.
- Professional, genuine, quick learner, and reliable. Good at multitasking.

(REFERENCES AVAILABLE UPON REQUEST)