

# **Tasha Fifer**

463 Ruth Court, San Leandro, CA 94578  
(707) 843-9746 cell tnfifer@att.net

**Summary of Qualifications:** Excellent customer service, and awesome attention to detail. Hosted events and tended a busy bar & grill for two years. Lead Cashier and Stockperson, ability to multi task when needed in all departments; cross trainer.

## **Computer Skills**

Microsoft Office Suite, (Excel & Microsoft Word), Program Support Systems (PSS) PC, Macintosh, QuickBooks.

## **Volunteer Work**

Sonoma County YWCA Emergency Shelter	3/12-Present
ACTS F.G.-C.O.G.I.C.	2/03-Present

## **Career History**

**Men of Influence, Oakland, CA** 9/08-Present  
**Case Manager II**

- Answers multi-line telephone, opens, closes, and runs the front office.
- Orders all supplies, Pitney Bowes and maintains copier and fax machines.
- Prepared monthly enrollment, fiscal & budget reports, processed donor payments timely.
- Trained volunteers and managed and scheduled shifts as needed.
- Creates brochures and flyers, distribute mailers, and schedules all events.

**Spherion /Shutter Fly, Hayward, CA** 12/06-8/08  
**Client Service Supervisor**

- Confirmed hired & assigned candidates & confirmed database integrity.
- Submitted daily Excel reports to all managers.
- Updated orientation log and client information.
- Managed Spherion employees, handled employee relations issues.
- Provided excellent customer service facilitated groups & led orientations.
- Contacted customers and tracked orders and made necessary changes.
- Walked floors hourly, assessed performance, resolved issues w/ site supervisors.

**Mingle's Bar & Grill** 09/03-12/06  
**Hostess/Bartender**

- Greeted Customers w/ warm & friendly service, filled seating.
- Stocked bar with liquor, ice, and condiments, prepared bites.
- Cleaned bar & restaurant, maintained restrooms, stocked tissue, paper towels.
- Assisted w/ operating monthly expense budget & developing drink & menu specials.
- Washed dishes, cleared tables, laundered towels, stacked glasses.

**Born Free Outpatient Program** 09/98-08/03  
**Childcare Specialist**

- Planned, organized and directed activities for toddlers, adolescents & teens.
- Maintained accurate case files and communicated with parents to meet their needs.
- Participated in weekly case review providing evaluation.
- Transported children in company van-on various activities.
- Trained staff and volunteers, maintained staff time sheets & attendance records.
- Worked as a liaison with various agencies including CPS and probation dept.

## **Education**

**CA State University Chico – Social Work**

# Tasha Fifer

463 Ruth Court, San Leandro, CA 94578

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510-333-8124 tfife101@yahoo.com

**Summary of Qualifications:** Excellent customer service, specializing in the hospitality field, with a wealth of experience as lead Cashier, setting & busting tables. Operating commercial dishwasher, hosted and tended a busy bar & grill for two years. Ability to multitask when needed in all departments; cross trainer, with awesome attention to detail.

## Computer Skills

Microsoft Office Suite, (Excel & Microsoft Word), Program Support Systems (PSS) PC, Macintosh, QuickBooks.

## Volunteer Work

Sonoma County YWCA Emergency Shelter  
ACTS F.G.-C.O.G.I.C.

3/12-Present  
2/03-Present

## Career History

**Men of Influence**, Oakland, CA

9/08-Present

### **Executive Assistant**

- Answers multi-line telephone, opens, closes, and runs the front office.
- Orders all supplies, Pitney Bowes and maintains copier and fax machines.
- Prepared monthly enrollment, fiscal & budget reports, processed donor payments timely.
- Trained volunteers and managed and scheduled shifts as needed.
- Creates brochures and flyers, distribute mailers, and schedules all events.

**Spherion /Shutter Fly**, Hayward, CA

12/06-8/08

### **Client Service Supervisor**

- Confirmed hired & assigned candidates & confirmed database integrity.
- Submitted daily Excel reports to all managers.
- Updated orientation log and client information.
- Managed Spherion employees, handled employee relations issues.
- Provided excellent customer service facilitated groups & led orientations.
- Contacted customers and tracked orders and made necessary changes.
- Walked floors hourly, assessed performance, resolved issues w/ site supervisors.

**Mingle's Bar & Grill**, Oakland, CA

09/03-12/06

### **Hostess/Bartender**

- Greeted Customers w/ warm & friendly service, filled seating.
- Stocked bar with liquor, ice, and condiments, prepared bites.
- Cleaned bar & restaurant, maintained restrooms, stocked tissue, paper towels.
- Assisted w/ operating monthly expense budget & developing drink & menu specials.
- Washed dishes, operated dishwasher, cleared tables, laundered towels, stacked glasses.

**Born Free Outpatient Program**, Richmond, CA

09/98-08/03

### **Childcare Specialist**

- Maintained accurate case files and communicated with parents to meet their needs.
- Participated in weekly case review providing evaluation.
- Transported children in company van on various activities.
- Trained staff and volunteers, maintained staff time sheets & attendance records.
- Worked as a liaison with various agencies including CPS and probation dept.

## Education

CA State University Chico – Social Work