

**Stephanie Gaines**  
4301 Cabrillo Way  
Sacramento, CA • 95820 • (916) 833-2409  
Stephanie.gaines@yahoo.com

### **Professional Experience**

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<b>Sapporo Grill Japanese Steak House</b>	July 2009 - Present
<i>Lead Bartender</i>	
<ul style="list-style-type: none"><li>• Responsible for sales, profit and cost control management</li><li>• Provided superior operation of the restaurant's bar, receipt and inventory accountability</li></ul>	
<b>Bartender</b>	2003-2009
<ul style="list-style-type: none"><li>• Utilized high levels of energy and superior multi-tasking abilities to quickly fill drink orders in extremely fast-paced establishments: Tre Restaurant, Plaza Hof Brau, Morton Golf, Raley Field</li></ul>	
<b>California Family Fitness</b>	2004 - 2007
<i>Sales Associate</i>	
<ul style="list-style-type: none"><li>• Worked with new customers in the development of new sales accounts</li><li>• Supported key existing accounts, acquired new customers by hosting health fairs</li></ul>	
<b>CHW</b>	2002-2004
<i>Accounting Assistant II</i>	
<ul style="list-style-type: none"><li>• Processed large volume of supplier invoices for seven local Mercy Hospitals</li><li>• Provided customer service and conflict resolution for outside vendors to resolve account issues</li></ul>	
<b>Oracle Corporation</b>	2000-2002
<i>Accounts Payable Staff</i>	
<ul style="list-style-type: none"><li>• Efficiently processed supplier invoices for payment using Oracle Accounts Payable database software</li><li>• Provided timely buyer support to purchasing department</li><li>• Assisted with the implementation of Oracle's Web-based Accounts Payable Expense software</li></ul>	
<b>Raley's</b>	1990- 2000
<i>Journeyman Clerk</i>	
<ul style="list-style-type: none"><li>• Supervised employees and directed work responsibilities while overseeing store operations as needed</li><li>• Demonstrated excellent customer service, problem solving and conflict resolution</li></ul>	
<b>Education:</b>	August 2012-Present
Dental Assisting Program-San Juan Unified Dental Careers Regional Occupational Program	
<b>Computer Skills:</b>	
Microsoft windows, Microsoft office and digital dinning	

*References will be furnished upon request*