

Stephanie Gaines
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Professional Experience

Sapporo Grill Japanese Steak House

July 2009 - Present

Lead Bartender

- Responsible for sales, profit and cost control management
- Provided superior operation of the restaurant's bar, receipt and inventory accountability

Bartender

2003-2009

- 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

California Family Fitness

2004 - 2007

Sales Associate

- Worked with new customers in the development of new sales accounts
- Supported key existing accounts, acquired new customers by hosting health fairs

CHW

2002-2004

Accounting Assistant II

- Processed large volume of supplier invoices for seven local Mercy Hospitals
- Provided customer service and conflict resolution for outside vendors to resolve account issues

Oracle Corporation

2000-2002

Accounts Payable Staff

- Efficiently processed supplier invoices for payment using Oracle Accounts Payable database software
- Provided timely buyer support to purchasing department
- Assisted with the implementation of Oracle's Web-based Accounts Payable Expense software

Raley's

1990- 2000

Journeyman Clerk

- Supervised employees and directed work responsibilities while overseeing store operations as needed
- Demonstrated excellent customer service, problem solving and conflict resolution

Education:

August 2012-Present

Dental Assisting Program-San Juan Unified Dental Careers Regional Occupational Program

Computer Skills:

Microsoft windows, Microsoft office and digital printing

References will be furnished upon request