

STEVEN TWU  
1554 28<sup>th</sup> Ave., SF., CA 94122  
PH:(415)335-5664  
E-Mail: [Stevetwu@gmail.com](mailto:Stevetwu@gmail.com)

**OBJECTIVE:** To Seek Employment as a Dispatcher, Inside Sales Rep., Office Clerk

**EMPLOYMENT HISTORY:**

Ascend Shipping Title: Office Clerk	02/13-07/13	Temporary Position Duties: Make International Bookings, Cust. Service, Process Documents, and Prepare Custom Forms
Select Appliance Inc. Title: Inside Sales/Office Clerk	04/04-01/12	Lay-Off Duties: Commercial Equipment Sales, Process Internet Orders, Cust. Service, Handle Dispatch & Shipping & Receiving, Operate Fork Lift
Derco Jewelers Title: Custom Order Specialist	11/03-04/04	Seasonal Duties: Handle All Custom Made Orders, Special Orders on Jewelry, Handle Returns & Damage items
Calpico Inc. Title: Inside Sales/Dispatcher	10/98-06/03	Lay-Off Duties: Knowledge of Construction Materials, Cust. Service, Sales, Dispatch Shipments, Handle Shipping & Receiving, Operate Fork Lift
Wells Fargo Bank Title: Merchant Teller	06/90-06/94	Branch Closed Down Duties: Service to All Customers, Handle Transactions, Handle Money, Credit Sales & Loans

**Relevant Experience:**

I also have over 25 years of hospitality experience from working weekends and nights in various high end hotels and restaurants. I have worked as a Server, Bar Back, Banquet Waiter, Line Cook and Catering Coordinator.

**Various Places of Work Include:** Hyatt Regency Hotel – SFO, The Olympic Club-SF, Yank Sing Rest.-SF, Kincaid's Rest. - Burlingame, Harmony Rest. - Marin City

**EDUCATION:**

Skyline College	1989-1994	General Studies	AA Degree
George Washington H.S.	1985-1988	General Studies	H.S. Diploma