

Nashay Jones

Objective

Team-oriented individual seeks opportunity to demonstrate productivity and dependability with a growing company.

Experience

06/2010-06/2013 El Camino Community College Torrance, CA

Appointment/Customer Service Representative

- Communicated clearly and effectively with callers
- Handled special telephone tasks like call transfers, taking messages, holds, call backs, and interruptions
- Answered inquiries and questioned individual to obtain and fully understand what information was requested
- Provided quality customer service on every call

05/2010-07/2013 Mama Jo's Fine Southern Cuisine Catering Company Ruston, LA

Banquet Server

- Placed linens on tables
- Tended to the needs of guest
- Obtained knowledge of menu items to further assist guest
- Placed silverware and napkins on tables

Games/Attraction Host

- Fasted safety devices for patrons, and provided them with directions
- Monitored activities to adherence to rules and safety procedures
- Provided information about facilities, entertainment options, and rules and regulations
- Cleaned sporting equipment to detect wear and damage

07/1993-01/1997 Red Lobster Lakewood, CA

Hostess/Waitress

- Took orders from customers
- Served food to customers
- Greeted customers as they arrived
- Seated customers
- Suggested specials to customers
- Handled cash and credit transactions

Education

Fall 2012-now El Camino College Torrance, CA