

AAAH
Anaheim
Job Fair
6/13
LM@21

DAVID BEGUN

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OBJECTIVE: CUSTOMER SERVICE

QUALIFICATIONS

Quality Customer Service

Certified Estimator I/II

Bartending Experience

Excellent Communication Skills

Computer Skills/Office Skills

Exceptional Organizational Skills

Data Entry/Record Keeping

Automotive Inspection Abilities

Catering Knowledge

PROFESSIONAL EXPERIENCE

Central Parking, Newport Beach, CA

Customer Service Ambassador

04/2011 – Present

- Perform quality customer service in assigned territory answering customer questions and inquires
- Check all individual meters to ensure proper payment and time allotted are being honored
- Efficiently and effectively document all parking tickets for vehicles violating parking regulations

Adecco Staffing, Orange County, CA

Office Support

11/2010 – 01/2011

- Handled confidential information, demonstrating high degree of ethics
- Performed data entry, accurately and efficiently
- Bundled internal forms, printouts and applications

cust. service

→ Honda Center, Anaheim, CA

Bartender

09/2006 – Present

Phoenix Club, Anaheim, CA

Bartender

03/2006 – 08/2007

- Prepare and serve banquet food efficiently, smoothly and with enthusiasm
- Make wide range of cocktails using wide range of basic ingredients per budget identified
- Develop organized method to handle incoming orders from direct bar
- Monitor inventory to maintain supply levels efficiently and timely
- Handle all types of financial transactions accurately, efficiently and swiftly
- Maintain high quality standards for facility's appearance and cleanliness
- Review cash register at the end of shift, balancing/verifying monies and receipts

Jiffy Lube, Los Alamitos, CA

Customer Service Representative

07/2009 – 05/2010

- Provided professional and friendly customer service, increasing patron satisfaction
- Transferred vehicles to bays, driving in a safe and hazard free manner following company regulations
- Maintained safe and clean environment in lobby and work areas

Adecco Staffing, Orange County, CA

Customer Service Representative

05/2007 – 01/2009

- Provided professional and friendly customer service for all clientele
- Logged into database incoming orders after determining requests/needs
- Welcomed visitors and personnel, responding efficiently to their needs
- Directed customers to appropriate stations

M2 Collision, Fountain Valley, CA

Quality Control

09/2004 – 04/2005

- Conducted car inspections thoroughly and accurately
- Provided auto shop maintenance, competent team member increasing productivity
- Established high safety and performance standards, met these consistently

EDUCATION

CAL POLY, Pomona, CA

Bachelor of Science Degree in Agriculture