

ANAH
Anaheim
Job Fair 01/13
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DAVID BEGUN

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OBJECTIVE: CUSTOMER SERVICE

QUALIFICATIONS

Quality Customer Service	Excellent Communication Skills	Data Entry/Record Keeping
Certified Estimator I/II	Computer Skills/Office Skills	Automotive Inspection Abilities
Bartending Experience	Exceptional Organizational Skills	Catering Knowledge

PROFESSIONAL EXPERIENCE

Central Parking, Newport Beach, CA	Customer Service Ambassador	04/2011 – Present
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• Handled confidential information, demonstrating high degree of ethics• Performed data entry, accurately and efficiently• Bundled internal forms, printouts and applications	<i>CUST. SERVICE</i>
Honda Center, Anaheim, CA	Bartender	09/2006 – Present
Phoenix Club, Anaheim, CA	Bartender	03/2006 – 08/2007
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• 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