

Edward J. Segura Ordinola

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Summary of Qualifications

- Over three years of experience in the foodservice industry working on stocking of supplies, transportation of produce/meals, and setup for events.
- Extensive experience performing tasks requiring organization, strenght, and customer service.
- Results-oriented, high energy, well-organized, self-motivated with ability to rapidly learn new tasks, team player.
- Proven to build strong customer client relationships
- Track record of consistently meeting goals and delivering high level of job performance
- Bilingual in English and Spanish, including writing, reading, and speaking in both fluently.

Experience

McDonald's

Crew Member/ Cashier/ Drive-thru Order Taker

August 2013- Present

- Duties include taking customer orders at the front with a welcoming smile and accuracy. Suggest new items to customers. Collecting money at front and on drive-thru, making sure customers received the correct amount of change and order was taken correctly.
- Drive-thru duties include taking orders accurately and fast to ensure customers are in and out as fast as possible.
- Attending customers in any changes needed to their order and/or make changes to it if order was not taken correctly.

Gold Coast Grill & Catering

Busboy/Stockroom Attendant

2010-2013

- Managed stockroom at Gold Coast Grilled on daily basis, tasks included : Stocking of recently arrived produce, constant supervision of produce to detect items not fit for consumption, cleaning of shelves in stockroom, organization of stockroom to maximize ease of access of produce.
- Transportation of produce/meals to main restaurant including : hot meals, soda refills, utensils, ice, frozen produce.

- Aided with setup of events for restaurant including setup of tables, transportation of tables, meals, and clean up after events.
- Supervised restaurant front on main level. Tasks included: provide information to customers about contents of meals and arrangements for customers with specific needs, keeping eating areas clean and organized, removal and maintenance of garbage disposal of trash on main plaza level.
- Aided with communication between management and employees with lack of English skills to promote a better understanding of tasks to be completed.
- In charge of garbage disposal, and classifying of garbage be it recyclables, compost, etc.

San Mateo Public Library-Main Branch

Volunteer at San Mateo Public Library

2007-2010

- Supervised check out area in library including : aiding patrons new to the checkout system, providing information of whereabouts of books patrons seek, and aiding with book return,
- Kept assigned library area organized by picking up after patrons, returned books and other materials to rightful places, dealt with misbehaving patrons and informed them of library policies.
- Aided in computer lab teaching patrons about topics unfamiliar to them.
- Computer aid tasks included : Help patrons with MS Office document creation, aiding with computer related issues such as crashes, file deletion etc, refilling of paper on printer, and changing of ink cartridge on printer.

College of San Mateo

Volunteer at College of San Mateo Adapted P.E. Department

2006-2007

- Student aid for students with physical limitations on physical conditioning
- Tasks included: aiding with stretching exercises, shifting students from wheelchairs to aerobic equipment, aiding with transportation back to wheelchairs or car.

Shavanni Family

Aid for Family Member in Hospital

2005-2006

- Aided patient with stretching, changing clothes, and other motor functions he was unable to perform.
- Aided in shifting him from bed to wheelchair when exams outside of room were needed.
- Helped communicate needs to nurses when they were not present, such as sudden pains, hunger etc.

Temporary Freelance Jobs

2004-2013

Newspaper Delivery

- Assembling and packaging of San Francisco Chronicle, San Mateo Times for carriers to deliver to homes/businesses
- Delivering newspapers to newspaper boxes located throughout the San Mateo County and removal of past issues and clean up of boxes of debris, and trash.

Construction Work

- Assisted with removal of debris left after construction project was completed
- Assisted with moving of materials and tools for construction projects such as ladders, buckets, cement, bricks, shovels, scaffolds etc.
- Other tasks included digging sites or filling sites after project has been finished, cleanup of site
- Dumping of debris on designated disposal facilities

Housekeeping

- Assisted family business with vacuuming, dusting, mopping, and other required tasks.
- Communicated with customers to explain what tasks are being done
- Window washing, and cobweb removal from outside of homes.
- Creation of invoices, and bills for customers requiring such documents

Education

- High School Diploma, Aragon High School, San Mateo CA
- Associates of Art, Liberal Arts and Social Sciences, College of San Mateo CA
- Current Student, Part-Time, San Francisco State University, San Francisco CA

