

Angelina Serafino
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Highlights of Qualifications

Over five years experience working in the Hospitality /Food Industry
Exceeds expectations with the quality of customer service
Hardworking, quick learner and versatile

Server/Waitress Skills

Exceptional versatility skills, with a keen ability to make the customer feel comfortable by being friendly, yet maintaining a professional attitude under pressure
Able to work all areas of the restaurant from running, expo, serving, hostess, fine-dining serving, catering large parties, and clean-up
Quick and keen ability to stay on top of things while seeming amazingly calm and collected

Administrative Skills

Proficient with Microsoft Word, Excel, Access and PowerPoint
Maintained organized records for both paper and computerized files
Effective time management skills
Answered multi-line phone systems and operated various office equipment
Kept accurate inventory of merchandise and maintained stock
Type 60-65 wpm

Accounting Skills

Detail oriented while balancing and totaling accounts, and matching purchase orders and invoices with statements
Facilitated transition between manual and computer based accounting systems
Developed the most efficient vendor payment system
Responsible for cash register receipts and balancing tills
Quickly and accurately transferred purchased orders and invoices into computer database
Oversaw budgeting, payment of bills, and signed and distributed all payable checks
Prepared journal entries for several accounts

Employment History

Day manager/Lead Server Pizza Orgasmica, 2013- present, SF,CA
Personal Assistant and Cook for the University of Berkeley Professor of Law, 2012-2013
Server/Waitress Goat hill Pizza Dine in location, 2012-2013, SF,CA
Serfer/Food prep Walden House, 2010-2012 SF, CA
Warehouse Shipping/receiving 2009 Food Bank, SF, CA
Class Facilitator/Outreach Specialist San Francisco Affordable Housing, 2007-2008, SF,CA
Promoter/Peachy puff, Peachy Puffs, 2006-2007 SF, CA
Server/Banquet Staff The Party Staff, Best Beverages, and Taste Catering, 2006

Education

Certificate in Food Handler Procedures, good until 2015, san francisco, ca
Obtained certificate for Formal fine dining serving etiquette, safety, procedures 2006,
Certificate in San Francisco A-Card and Badge No. 60980 For a Licensed Taxi driver
Certificate in Facilitative Leadership Interaction Institute of Social Change, 2004, ancisco,

References

(available upon request)