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Objective:

I am looking for a place to work, where I can combine my customer service skills and my positive outlook. I work hard and I never give up! I will work on a project until it is perfect. I believe what sets me apart from others is that I truly care about people.

Experience:

Make Yourself Salon [2010-present] Enterprise Blvd. Sacramento

I work as a personal assistant. I help with the clients, including booking appointments, returning calls, and sending texts and emails. I help maintain a clean and organized environment for my employers'. I do daily tasks in an office environment. I accept deliveries and mail. I assist in several daily tasks to improve business.

Sweetwater restaurant [2007-2011] 19th street Sacramento

Waitress/Cashier .My duties included taking guests' orders and answering their questions. I served the food and beverages to the tables. I upsold a variety of different items from the menu. I maintained my own station every shift.

Beach Chalet Restaurant and Brewery [2004-2006] 1000 Great Highway S.F., CA

Hostess. I greeted hundreds of people daily at this very busy, upscale, San Francisco beachfront restaurant. I made sure to be polite to every person who came in or called. I set reservations and held tables for parties through Aloha, a restaurant computer system. I trained newly hired hosts and did the bookkeeping for the host tip pool at the end of each day. I sold merchandise as well.

Education:

Del Campo High School. [1993-1997] Fair Oaks, CA

I received a diploma at the school. I did all of the required general education as well as extracurricular activities such as, student government and track.

Sierra College. [2001-2004] Rocklin, CA

I received an Associate Degree. I maintained a 3.0 grade average.

Skills:

I have excellent listening skills. I am patient and kind. I have learned many different marketing techniques and the ability to speak with a wide variety of people. I have over 10 years customer service experience, including retail sales, waitressing, and marketing. I also have strong communication and math skills.