

# ROBERT JIMENEZ

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## OBJECTIVE

To obtain and maintain a job that will utilize my skills and provide opportunity for growth.

## EDUCATION

### John Muir Charter School • Class of 2009

- Certificate of Completion in Engine & Transmissions - CCOC
- Certificate of Completion in Material Handling - CCOC

## EXPERIENCE

### Mong Mo, San Jose, CA

Assistant Manager • 07/13 – Present

- Provide work schedule for employees. Involved in the interviewing and hiring process. Review and approve timecards. Enforce dress code. Bus tables, wash dishes, custodial services for entire restaurant, maintain inventory which includes shopping for restaurant. Security service. Assist in cooking food.

### Hilton, San Jose, CA

Bus Boy/In-Room Dining • 02/11 – 06/13

- Customer service included hosting, greeting, and serving. Waited on tables, took room guest orders and provided delivery service to each room within a timely manner. Retrieved food trays from each floor. Bus tables, polished glass and silverware. Washed dishes and kept kitchen equipment in orderly fashion. Stocked dry room and refrigerated items using FIFO method. Maintained buffet by ensuring food met quality standards and making sure the area was clean and presentable at all times. Cooked lunch for employees. Served and prepared Starbucks drinks, beverages, and alcohol drinks.

### Professional Auto Repair, Santa Clara, CA

Mechanic & Office • 12/09 – 01/11

- Twenty-minute oil change, tire rotation, break checks, alternator swap, tune-ups. Scheduled appointments, answer telephones, customer service, shuttle service. Provided Spanish-English interpretation.

## SKILLS

- Computer Savvy, Microsoft, Excel, Power Point, Type 45wpm, Apple software
- Power tools, mechanic lifts, gas-powered and NIRT forklift experience
- Food Handler Card
- Bi-lingual (Spanish)
- Adapt well to new people and surroundings

