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### **Objective**

A responsible and challenging entry-level position that will utilize my educational and professional background, while offering continual development for future growth.

### **Education**

Santa Teresa High School - San Jose, CA . Degree: 06/2008 - General Education  
De Anza College - Cupertino, CA. 95014 - Fall 2008 - Present

### **Skills and Abilities / Experience**

- Multi tasking
- Bilingual (English/Spanish)
- Self-motivated/Organized
- Responsible and efficient work attitude
- Team player/ Group focused
- Computer Skills (Microsoft Word, Excel, Power Point, Mac and/or PC)
- Skilled in motivating and interacting with the public.
- Adept at problem solving.

#### **2007 - EA Lending/Loan Officer Assistant**

- Organize files
- Answer phones
- Mail out marketing information to clients
- Customer Satisfaction

#### **2008 – Sears/Sales Associate**

- Ordering receiving
- Selling TV's and protection agreements
- Ensure customer satisfaction
- Cash Controls
- Cash Controls
- Inventory controls
- Maintain Visual Presentation

#### **2009- Chamber Of Commerce Mountain View/Events Coordinator**

- Organize files
- Answer phones
- Mail out marketing information to clients
- Recruit Volunteers
- Organize The Art & Wine Festival
- Supervise The Event

#### **2009- Chipotle Mexican Grill / Kitchen Manager**

- Ensure customer satisfaction
- Cleaning and maintaining a healthy environment
- Cash Controls
- Ordering Product
- Staff Control
- Closing duties

**2009-Express Company/Sales Associate**

- Answer phones
- Sale Credit Cards
- Customer Satisfaction
- Stock Controls
- Scheduling Crew Members
- Customer Satisfaction

**2010 - Grill Em' Steak House/ Kitchen Manager, Server, Dishwasher**

- Ordering & Receiving Product
- Applied food service sanitation, managing quality food production, legal aspects of food Service management, basic cost control.
- Executed menu items and prep functions on the sauté and broiler stations.
- Line Cook
- Inventory controls
- Ensure customer satisfaction

**2010 - Bon Appetite / kitchen Lead**

- Ordering & Receiving Product
- Applied food service sanitation, managing quality food production, legal aspects of food Service management, basic cost control.
- Executed menu items and prep functions on the sauté and broiler stations.
- Line Cook
- Inventory controls
- Ensure customer satisfaction
- Catering for special events
- Organizing events within the google facility

**2013 - Apple Co / Line Cook**

- Executed menu items and prep functions on the sauté and broiler stations.
- Line Cook
- Inventory controls
- Ensure customer satisfaction
- Catering for special events
- Organizing events within the Apple facility

**Personal Interests and Activities**

- Play soccer
- Dj assistant
- Makes friends easily
- Responsible/Organized
- Good Team player

**References Available Upon Request**