

ANGELINA RIVERA
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Objective: Seeking employment which will allow me to grow professionally, while being able to utilize my strong organizational, educational, and exceptional people skills.

Basic Qualifications:

- Accustomed to working in fast-paced environments with the ability to think quickly and successfully handle difficult clients.
- Excellent money-handling skills and familiarity with POS systems
- Self-starter and has the ability to communicate efficiently with staff and customers
- Friendly and passionate and enthusiastic personality
- Commitment to customer service, with the ability to build productive relationships, resolve complex issues and win customer loyalty.

Work Experience:

Hostess, Mochica's Peruvian Restaurant San Francisco, CA 08/11-01/13

- Took reservations, directed guests to table, seated guests
- Worked with management and staff to accommodate customer needs
- Assured bathroom is fully stocked and cleaned.
- Set up restaurant before opening

Cashier, Nick's Lighthouse Restaurant San Francisco, CA 04/11-02/12

- Provided clean and full stocked areas, greeted customers, rang up transactions
- Packed to go orders for customers to travel
- Communicated with kitchen for crab stand food supply

Food Server, Total Success Catering Staffing (on-call) San Bruno, CA 06/10-Present

- Provided beverage refills and served salad, main course, desert
- Set up to open / break down set up to close
- Bus tables throughout event

Housekeeper, Extended Stay America Hotel San Jose, CA 03/10-02/11

- Clean rooms and bathroom with prescribed equipment and to the required standard
- Replace and supply toiletries on regular basis
- Report repairs where necessary
- Collect food trays from rooms and return to the kitchen
- Clean spills in rooms and other parts of the hotel
- Dispose of trash in an environment friendly manner

Sales Rep, Elite Club Wireless Verizon Wireless San Francisco, CA 03/09-06/09

- Sold new wireless plans, add-ons, took inventory in beginning and end of shift
- Open and close duties, cash-in/cash-out
- Greeted customers upon entry, handling customer phone issues and billing problems

Floor Staff, Regal Cinemas 16 Movie Theater Antioch, CA 03/07-08/07

- Cashiered, prepared food orders, restocked, assured area was kept neat.
- Checked tickets at door, swept hallways and lobby frequently
- Checked bathrooms every hour for cleanness and needed items

Education:

Deer Valley High School Graduate 2007

References: Daniel Rodriguez 408-551-9486 Extended America Hotel