

JOSEPHINE A. LEUTERIO

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(408) 839-0838

OBJECTIVE: To secure a challenging position where my working abilities are needed to promote the growth of your company.

SKILLS:

Diligent in getting things done
Excellent Customer Service
Multi-task efficient
Detail Oriented

Mac/PC Literate
Typing 35-45wpm
Able to work within tight time constraints

EDUCATION:

Heald College, Milpitas, CA

Computer Office Specialist

Polytechnic University of the Philippines

Business of Science for Business Administration

EXPERIENCE:

2/2002- 5/2013 AllMac Corp., Santa Clara, CA

Accounts Payable/ Receivable Clerk

- Accurately entered everyday transaction; Perform invoicing, billing, and collection.
- Reconciled the monthly balance of the bank statements.
- Payroll
- Was always ready to answer questions and resolved concerns of customers; processed return and refund
- Responsible in verification of customer's credit information
- Completed forms and documents to record and report office activities
- Tracked and handled petty cash and office supply budgets
- Manage customer account database
- Performed other data entry operations.

3/1995-09/2000 Manila Peninsula Hotel

Food Server/Waitress

- Present menus to customers and answer questions about menu items, making recommendations upon request.
- Taking orders from customers for food or beverages.
- Inform customers of daily specials.
- Prepare tables for meals, including setting up items such as linens, silverware, and glassware
- Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts and brewing coffee.
- Prepare checks that itemize and total meal costs and sales taxes.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
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REFERENCE: Available Upon Request