

# MARGARITA SOLIS

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1548 Almaden Rd #303

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(408) 917-9858

**Objective:** To obtain a responsible and challenging position that will utilize my skill and experience and give the opportunity to advance professional and personal growth

## **Professional Experience:**

Center For Employment Training San Jose, CA

2000-2013

### **Data Entry**

- Receptionist
- Management Information
- Customer Service
- Basic clerical office duties

El Catrin Restaurant San Jose, CA

2006-2012

### **Waitress and Cashier**

- Serve food and beverage
- Collect payment from the customers
- Customer service
- Take orders

Cabritos Bistro Restaurant Sunnyvale, CA

2002-2004

### **Waitress and Cashier**

- Serve food and beverage
- Collect payment from the customers
- Customers service
- Take orders

## **Education:**

Center For Employment Training San Jose, 2000

Data Entry / Computer Operator Certificate

**Profile:** Quick learner, Hardworking, Self – Motivated  
Organize, Easy going, Bilingual English and Spanish