

MARGARITA SOLIS

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1548 Almaden Rd #303

San Jose, CA 95125

(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