

Carrie Virginia Alvarado

6801 Thomas Dr., North Highlands, Ca 95660

916-271-2945 cell

alvarado.carrie@yahoo.com

OBJECTIVE: In search of permanent employment with the potential for growth. Offering a positive attitude, professionalism, and a variety of advanced skills achieved in different fields of employment.

HIGHLIGHTS:

- *14 years Corporate Admin. and 10 years Restaurant, Catering, Customer Service, and Marketing Exp.
- *Noted for excellent Customer Service, strong Interpersonal and Written Communication Skills
- *Proficiency with various POS Systems
- *Experience with inventory of bar supplies and Food Kiosk supplies
- *Guest First attitude and respect
- *Certified Bartender, November 16, 2003
- *California Food Handler Certificate CA12268 June 14, 2011 – June 14, 2014
- *Training for Intervention Procedures Certificate 3389500 January 15, 2013 – January 2, 2016
- *Gaming License 1544B – 10yr Background Check – valid until 11/26/14
- *IHSS Provider #001622882 Effective 4/1/14 – Background Check Required
- *Witty, highly creative, analytical, and intuitive problem solver with a "can do" attitude

EMPLOYMENT EXPERIENCE:

Culinary Staffing (Temp Agency), Sac, Ca.; Catering & Bar: 11/13 – Present

Casablanca Bridal & Tuxedo, Hayward, Ca. All aspects of Catering and Bar. Inc. prep cook 1/14 to present.

Win River Casino, Redding, Ca 9/12 – 10/13 Food Kiosk Attendant. Cashier, Grill, Deep Fryer, & More
Chevy's, Redding, Ca; Bartender, Waitress, LSM: 11/08 – 05/12 (Doors closed 4/28/12)

IHSS - Rita Casares, Sacramento, Ca.; In Home Care: 06/08 - 11/08

Morton Golf, Sacramento, Ca.; Bartender & Catering: 05/08 - 09/08(moved)

Unemployed, Sacramento, Ca.; 01/08 - 05/08

Bon Appetit, Carmichael, Ca.; Catering: 11/07 - 01/08

Culinary Staffing (Temp Agency), Sac, Ca.; Catering & Bar: 06/04 - 12/07

Dayton Valley/Morgan Creek Golf & Country Clubs, Nv & Ca.; Bartender & Catering: 08/06 - 07/07

Morton Golf, Sacramento, Ca.; Bartender & Catering: 11/03 - 09/05

Hewlett-Packard Company, Roseville, Ca.; Executive Administrative Assistant: 09/00 - 08/ 03

Exec. Admin. Assist., CSPS. Support of 5 GM's in Worldwide Sales/Presales Organization with a direct report to Fred Huang, CTO/GM. Multitasking, appointment scheduling and work-flow management to close large software sales deals requiring technical expertise. International and Domestic Travel, Program Reviews, and much more.

Temp at Hewlett-Packard Company for Volt Services, Roseville, Ca.; Exec. Admin. Assist.: (09/00 - 05/01)

Exec. Admin. Assist., NSAS. Direct report to Ria Lobato and Fred Huang. Support to entire NSAS Organization inclusive of temporary contractors. Executive Administrative duties. Inventory, etc.

Compaq Computer Corp.(Tandem Computers), Cupertino, Ca.; Exec. Admin. Assist.: 04/89 to 09/00

Executive Administrative Assistant for Non-Stop Software Solutions Group, Leasing Contracts Administrator, and Jr. Stock Options Administrator. Positions in both Treasury and R&D for this company. Various Finance and Accounting Skills along with Building Space Management, Inventory, Purchasing, and more.

EDUCATION:

On-Line Pre-License Training, Fire & Casualty, completed Oct. 23, 2007: - Lic.#0F89715

American River College, Sacramento - Acctg. 1A in pursuit of BS in Business Admin. - Fall '02

Mission College, Santa Clara - Various courses in pursuit of BS in Business Admin. (3.5 GPA)

Adrian C. Wilcox High School, Santa Clara - Honor Roll Graduate

References
For
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