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**Objective:** Obtain a position as Server

#### Highlights and Qualifications

- Highly creative, motivated, self starter and team builder
- Computer Knowledge: Illustrator, Photoshop, Freehand, Word, Excel, Power Point, Mac and PC
- Banquet Serving, Customer Service, and Professional Leadership experience
- Ability to handle many tasks with meticulous attention to detail in high pressure environments

#### Professional Accomplishments

##### Communication

- Excellent listening skills and the extraordinary ability to focus on the person speaking
- The ability to compromise to effectively solve problems
- I'm open minded to others suggestions and avoid passing judgment
- Unique and enterprising ability to cooperate with others and work as a team

##### Work History

###### **Teen Challenge – Men's Christian Life School, San Francisco, CA**

2013 – Present

*Intern Administrative Coordinator and Banquet Event Server*

- Managed and supervised 15 to 25 students on a day to day basis, insuring that work environment is established
- Worked with management on all daily directives, organized days' agenda for student work and activities
- Served at several formal banquet events front of house, setting tables, waiting on customers, and clearing tables
- Answering phones, delivering messages and using switchboard

###### **Macy's Department Store, Manhattan Beach, CA**

2010 – 2012

*Sales Associate and Product Specialist*

- Assisting customers with product knowledge and customer service
- Operating and balancing cash register for cash and credit transactions
- Organizing and displaying product to maximize sales

###### **Strategic Partners, Chatsworth, CA**

2007 – 2009

*Assistant Designer for line of apparel*

- Designs and drawings using Illustrator and Photoshop
- Close communication to support sales team
- Supervising patternmakers and sample sewers
- Design presentation to Company President and Sales Representatives

###### **The LBH Group, Manhattan Beach, CA**

1996 – 2007

*Designer for line of apparel*

- Designs and drawings using Illustrator and Photoshop
- Supervising patternmakers and sample sewers
- Design presentation to Company President and Sales Representatives

#### Education

###### **Otis School of Art and Design, Los Angeles, CA**

1990 – 1992

###### **Los Angeles Harbor City College, Wilmington, CA**

Associate of Arts 1989