

Dianna Perez-Lujan

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OBJECTIVE

To obtain a position in a professional work environment enabling me to apply my prior experience and skills I possess.

EXPERIENCE

Nanny's Precious Angels Daycare – Hollister, Ca.	1997-present
Business owner	
<ul style="list-style-type: none">▪ Childcare and educational activities▪ Bookkeeping/Payroll▪ Meal planning/preparation▪ School transportation	
Dona Esther Restaurant - San Juan Bautista, Ca.	1987-2009
Restaurant shift manager	
<ul style="list-style-type: none">▪ Bar management▪ Events coordinator▪ Waitress▪ Inventory control▪ Customer service	
Tandem Electronics – Sunnyvale, Ca.	1980-1985
<ul style="list-style-type: none">▪ Quality control▪ Junior buyer▪ Cable harnessing▪ Schematics revision	

EDUCATION

Gavilan College – Gilroy, Ca.	1985-1987
<ul style="list-style-type: none">▪ General Education	
Blackford High School - San Jose, Ca.	1975-1979
<ul style="list-style-type: none">▪ General Education	

SKILLS

- Motivated team player
- Able to learn and adapt quickly
- Dependable and responsible
- Outstanding organizational and interpersonal skills
- Microsoft office knowledge

REFERENCES

Ray Rojas – City Of Hollister Sanitation Supervisor	(831) 524-3421
Tami Castaneda-Huaracha – Owner Dona Esther Restaurant	(831) 821-0274