

Chastity Williams

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OBJECTIVE:

Employment Goal - To obtain a position where I can utilize my organizational and people skills to make a contribution to a profitable company.

EXPERIENCE:

Bouji's Restaurant
Waitress / Host

June 2012 - Present

- Take online and phone orders
- Cashiering
- Help assist with the food delivery's
- Provide outstanding customer service

Contemporary Service Corporation Oakland, CA
Security Officer

October 2011 - April 2012

- Checked bags and tickets at various stadium games

Dr. Hai Nguyen
Receptionist

March 2009 - June 2010

- Greeted customers and assisted them with any needs or concerns
- Operated telephone switchboard to answer, screen and forward calls
- Provided information to incoming callers, taking messages and scheduling appointments
- copying and filing documents

Macy's San Francisco, CA

Sales Associate

September 2008 - January 2009

- Cashiering, Opened new Macy's credit card accounts
- Stocked shelves, racks, cases, and tables with new merchandise
- Maintain clean work atmosphere

EDUCATION:

Berkeley High School

Berkeley, CA

August 2002 - June 2006

- High School Diploma

ABILITIES:

Data Entry, Collections, Receptionist, Accounts Payable, Inventory, Multi Phone Lines, Tele-marketing, Customer Service, Cash Handling, Alpha/Numeric Filing, 30WPM, Sales