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### **CAREER OBJECTIVE**

A position as an active employee, involving responsibility and working with others as a team member to achieve advancement and growth for the company.

### **SUMMARY OF QUALIFICATIONS**

- Four months quality control experience
- Two plus years volunteer experience
- Attention to detail/Concerned with quality
- Bilingual in English and Filipino

### **EDUCATION**

*Heald College, Milpitas, CA*

Associates in Applied Science Degree in Information Technology – Network Security

Graduation Date: July 2013

### **SKILLS**

- Microsoft office (Word, Excel, Powerpoint)
- Basic network hardware
- Hardware – software installation
- Troubleshooting and Repair
- Working well with others to complete a job/project
- Written and verbal communication skills
- Great at multi-tasking
- Able to work at a fast-paced environment

### **PROFESSIONAL EXPERIENCE**

288 Cafe – San Jose, CA

September 2013 - November 2013

Waitress

- Take orders from patrons for food or beverages.
- Serve food or beverages to patrons, and serve specialty dishes at tables as required.
- Remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
- Clean tables or counters after patrons have finished dining.
- Prepare tables for meals, including setting up items such as linens, silverware, and glassware.

Quan 2 Lua Restaurant – San Jose, CA

March 2013 – June 2013

Waitress

- Take orders from patrons for food or beverages.
- Serve food or beverages to patrons, and serve specialty dishes at tables as required.
- Remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
- Clean tables or counters after patrons have finished dining.
- Prepare tables for meals, including setting up items such as linens, silverware, and glassware.