

Maryjane Mincey

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Summary of Qualifications

- Highly versatile and flexible
- Honest, diligent, dependable, and takes pride in work
- Brings positive attitude to work with customers and also interactions with fellow employees

Professional Experience

Parking Lot Attendant CA	2011-2013	Sleep Train Amphitheater	Wheatland,	
• Directed motorists to parking areas or parking spaces, using hand signals or flashlights as necessary				
• Patrolled parking areas to prevent vehicle damage and vehicle or property thefts				
• Lifted, positioned, and removed barricades to open and close parking areas				
• Kept parking areas clean and orderly				
• Greeted customers				
Office Assistant		Netspin Café	Marysville, CA	2011
• Greeted visitors or callers and addressed their inquiries or directed to the appropriate persons				
• Used computers for various applications, such as data entry				
• Answered telephones and gave information to callers, took messages, and transferred calls to appropriate individuals				
• Operated office equipment, such as fax machines, copiers, and phone systems				
• Completed forms in accordance with company procedures				
• Made copies of correspondence and other printed material				
• Operated cash register				
Pizza Delivery		Round Table Pizza	Marysville, CA	2009
• Delivered pizzas using GPS navigation system				
• Received money from customers in the form of cash or credit				
• Took orders and made pizzas according to customer specifications				
• Prepped all items for salad bar				
• Bussed tables				
Hood Technician 2007		Oil Changers	Concord, CA	2000-
• Greeted customers				
• Checked fluids on vehicles				
• Operated cash register				
• Monitored inventory and ensure that merchandize is always in stock				

Education

GED in Progress San Francisco, CA