

# 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

- |   |                          |                |       |
|---|--------------------------|----------------|-------|
| <b>Parking Lot Attendant</b>  | Sleep Train Amphitheater | Wheatland,     |       |
| CA  | 2011-2013                |                |       |
| <ul style="list-style-type: none"><li>• Directed motorists to parking areas or parking spaces, using hand signals or flashlights as necessary</li><li>• Patrolled parking areas to prevent vehicle damage and vehicle or property thefts</li><li>• Lifted, positioned, and removed barricades to open and close parking areas</li><li>• Kept parking areas clean and orderly</li><li>• Greeted customers</li></ul>  |                          |                |       |
| <b>Office Assistant</b>   | Netspin Café             | Marysville, CA | 2011  |
| <ul style="list-style-type: none"><li>• Greeted visitors or callers and addressed their inquiries or directed to the appropriate persons</li><li>• Used computers for various applications, such as data entry</li><li>• Answered telephones and gave information to callers, took messages, and transferred calls to appropriate individuals</li><li>• Operated office equipment, such as fax machines, copiers, and phone systems</li><li>• Completed forms in accordance with company procedures</li><li>• Made copies of correspondence and other printed material</li><li>• Operated cash register</li></ul> |                          |                |       |
| <b>Pizza Delivery</b>   | Round Table Pizza        | Marysville, CA | 2009  |
| <ul style="list-style-type: none"><li>• Delivered pizzas using GPS navigation system</li><li>• Received money from customers in the form of cash or credit</li><li>• Took orders and made pizzas according to customer specifications</li><li>• Prepped all items for salad bar</li><li>• Bussed tables</li></ul>   |                          |                |       |
| <b>Hood Technician</b>  | Oil Changers             | Concord, CA    | 2000- |
| 2007  |                          |                |       |
| <ul style="list-style-type: none"><li>• Greeted customers</li><li>• Checked fluids on vehicles</li><li>• Operated cash register</li><li>• Monitored inventory and ensure that merchandize is always in stock</li></ul>  |                          |                |       |

## Education

GED in Progress                      San Francisco, CA