

Madeline Chavez

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San Jose, CA 95148

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OBJECTIVE: Seeking a position that can expand horizons in the job force and open new career pathways to the bright future.

SUMMARY OF SKILLS:

- Natural people-person—sensitive and patient interpersonal and communication skills
- Team player-loyal and determined
- Types fast: 40 words per minute 10-key
- Approaches others in a tactful manner and reacts well under pressure
- Approaches each challenge with great problem solving skills
- Energetic, up-beat, and highly optimistic

EDUCATION:

Evergreen Valley High School San Jose, Ca

High School Diploma Complete

Center for Training and Careers San Jose, Ca

Certified Electronic Health Record Specialist Complete

WORK EXPERIENCE:

Smashburger Santa Clara, Ca 03/2014-present

Server

Duties

- Working at a high pressure, fast-paced environment
- Answering phone
- Customer Service
- Greet all Customers
- Memorizing allergens to foods, prices, names, (flavors)
- Sweeping, Dish Duty, Closing procedures

Michaels**Replenishment**

San Jose, CA

02/2013-09/2013

Duties

- Restock
- Customer Service
- Greeting each and every customer
- Answering store phone
 - Replenishment
 - Lifting boxes, pushing carts
 - picking up area

Macy's

Santa Clara, CA

011/2012-01/2013

Sales Associate Children's Section**Duties**

- Cash Registrar
- Delivering excellent customer service
- Answering store phone

- Resolving customer complaints
 - Recovery/ Clean-up
 - Closing registers

Jamba Juice

San Jose, Ca 04/2008-09/2010

Team Member

Duties:

- Cash Registrar
- making smoothies
- Answering the phone
 - announcing orders at a high-energy loud volume area
 - sweep, take out trash, close
- Greet each customer energetically

Evergreen Florist

San Jose, Ca

05/2005-02/2008

General Helper

Duties:

- Customer service: ringing up customers, greeting customers
- Cash register
- Watering/spraying plants
- Keeping things neat and presentable
- moving large objects
- Sweeping
- Washing windows

Manila Dental Center

San Jose, Ca

03/2012-08/2012

Dental Assistant

Duties:

- Greeting customers
- Calling dental patients for recall and other appointments
- Answering the phone
- Sorting medical records

San Jose Animal Care Center

San Jose, Ca

07/2009-06/2011

Volunteer

Duties:

- Feeding Animals
- Walking Animals
- Cleaning Kennels
- Advertising for homes