

LISSETTE D. WARD

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OBJECTIVE

To obtain an entry-level position within a company that has growth potential.

EXPERIENCE

Denny's

Denny's, Oakland, California

November 2011 – April 2013

Clean food preparation areas, cooking surfaces, and utensils. Cook and package batches of food, such as hamburgers and fried chicken, which are prepared to order or kept warm until sold. Cook the exact number of items ordered by each customer, working on several different orders simultaneously. Maintain sanitation, health, and safety standards in work areas. Receive payment by cash, check, credit cards, vouchers, or automatic debits. Issue receipts, refunds, credits, or change due to customers. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. Greet customers entering establishments. Maintain clean and orderly checkout areas.

References Available Upon Request

Education

Associates in Child
Development
Anticipated Graduation:
May 2015
Merritt College
Oakland, California

Diploma – High School
Graduated: June 2011
San Leandro Adult School
San Leandro, California

Interpersonal Skills

Team Player

Motivate Team Members

Exceptional Versatility and
Adaptability

Dedication and Drive as a
Hard-Working Individual

Excellent Communication
and Team Building Skills

Self-Starter

Customer Service

Advanced Internet Skills

Hardware

Windows & Mac
Laptop & Desktop

Software

MS Office Professional
2000, XP, 2003, 2007

Systems

Windows 98, 2000, XP, Vista

Office Equipment

Copier

Scanners

Facsimiles Machines

10-Line Phone System

Alpha/Numeric Filing