

# 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

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.

November 2011 – April 2013

## 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