

Jacey Riddle

6629 5th Street

Rio Linda, CA 95673

916-410-5009

Jay.rid11@ymail.com

Objective: An entry-level position in customer service with opportunity for advancement with an interesting position advancement utilizing my skills and work ethic

Summary: Work well in a high pressure environment and maintain a stable work environment. Strong training skills and leadership. Dependent Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success. Self-motivated and assertive with strong communication skills.

Accomplishments:

- ¶ Thorough understanding of the job responsibilities
- ¶ Talented in multitasking and taking/giving orders
- ¶ Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success.

Experience

September 2013	Sodexo	Sacramento, CA
----------------	--------	----------------

to July 2014 Server

- ¶ Verified completeness of customer orders in dining room
- ¶ Examined food and beverages on tray from kitchen and service bar.
- ¶ Carried silverware, linen and food on tray, or used cart.
- ¶ Prepared food items such as bread, soups and beverages.

November 2013 Christian Brothers High School Sacramento, CA

to February 2014 Cashier

- ¶ Received cash, and prepaid transactions from customers and employees.
- ¶ Counted money to verify amounts and issued receipts for funds received.
- ¶ Issued change and cashed checks.
- ¶ Restock food utensils and items for cooks.

September 2012 Burger King Sacramento, CA

to September 2013 Team Member

- ¶ Prepared and cooked foods requiring short preparation time.
- ¶ Executed daily operations of preparation of large quantity of needed items
- ¶ Cleaned work area and food preparation equipment.
- ¶ Received payments and made change.

- ¶ Maintained an orderly eating and serving area.

July 2011 WIS International Sacramento, CA
to October 2012 Inventory Associate

- ¶ Compiled and maintained records of quantity, type and value of material, equipment, merchandise and supplies in stock.
- ¶ Counted material, equipment, merchandise and supplies in stock.
- ¶ Posted totals to inventory records, manually and using computer.
- ¶ Computed inventory balance, price and cost.
- ¶ Prepared reports, such as inventory balance, price lists and shortages.

Education

American River College Sacramento
Gen Ed 2013

Rio Linda Senior High Rio Linda, CA
Diploma 2011

Additional job experience:

Big Box Outlet Store – Warehouse Expeditor

06/2014 – 08/2014

JoAnn Fabrics- Team Member

09/2013 - 09/2013