

Breeann Ah Sam

San Jose, CA

(408) 991-3574

Breeann.ahsam@yahoo.com

OBJECTIVE: To obtain a Customer Service Position

Skills Profile:

- Processed and reviewed business contracts for construction bids
- Proficient in reorganizing filing system for better time management and client queries
- Organized company Relocation of 100+ employees from San Jose, CA to Benicia, CA
- Experienced in policies to reduce inventory shrinkage due to employee theft
- 4 Solid years customer service experience
- 4 years clerical receptionist experience
- Working Microsoft Office knowledge
- Able to work with confidential information
- Excel in fast Paced Settings
- Effective communicator and listener
- Quick Learner and able to troubleshoot and resolve issues
- Assisted in Trade shows to promote company products and brand name

EXPERIENCE:

2007-2009 *Flames Coffee Shop, San Jose, CA*

Hostess

- Provided excellent customer service which created satisfied and returning customers
- Excellent cashiering duties by processing cash, credit and debit card transactions
- Took and processed food orders quickly and efficiently
- Seated customers while managing server stations for occupancy levels-prevented overflow in all stations
- Handled customer queries, problems and resolved issues
- Ensured cleanliness and sanitation guidelines where met for the restaurant
- Organized shelves, racks and display cases and kept tables organized

2007-2007 *Mechanical Air Service, San Jose, CA*

Receptionist

- Provided excellent customer service at all times
- Answered and transferred phone calls
- Worked on a switchboard taking and conveying messages
- Produced office correspondence and contracts for heating and air conditioning service installation
- Received and processed correspondences for distribution, filing, faxing & copying

Breeann K Ah Sam
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Employment References

Debra Wilson	Flames Coffee Shop	408-402-1974
Teresa Rothney	Flatiron /FCI Constructors	707-631-1989
Sarah Erickson	Keenan & Associates	408-829-0362
Kristyna Harris	Macys West	916-749-5409