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## FOOD SERVICE WORKER/DISHWASHER

**Summary:** Highly efficient and experienced food service worker, adept at carrying out repetitive and routine chores of preparing dishes as per the instruction of the cook and restaurant managers. Provide efficient, courteous, quality service and properly portioned foods according to the menu, with a high standard of customer service details.

### Highlights of Qualifications:

- Tolerance – Capable of coping with a high work load and performing under high stress without compromising quality of service.
- High adherence to cooking standards.
- Ability to maintain cleanliness and hygiene of the surrounding area.
- Customer service skills – People oriented and positive attitude.
- Able to work round the clock and guide others.

### EXPERIENCE:

#### WIS International – San Jose, CA

July 2014 – Present

##### *Inventory Associate*

- Provided inventories and merchandising services for retailers in the warehouse, service, and manufacturing industries
- Performed physical inventory counting, retail price verification, and vendor audits

#### PEC Manufacturing, Inc. – San Jose, CA

July 2014 – September 2014

##### *Business Development*

- Greeted visitors or callers, handle their inquiries and directed them to the appropriate person based on need.
- Answered telephones and gave information to callers, took messages and maintain scheduling and event calendars.
- Used database management or word processing in order to develop business relationships with vendors and prospective clients within the cable manufacturing field.
- Created, maintained, and entered information into databases with accuracy.
- Set up and managed paper or electronic filing systems, recorded information, updated paperwork, or maintained documents, such as accomplishments records, goals met, correspondence, or other material.
- Operated office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Made copies of correspondence or other printed material and use computers for various MS Office applications.

#### Club Demonstration Services West (Costco-Vendor) – San Jose, CA On-Call

March

2014 – July 2014

##### *Sales Advisor /Food Demonstrator*

- Explained to customers how specific types of advertising will help promote their products or services in the most effective way possible.
- Provided clients with sales prices and promotions as well as product location information. Prepared and delivered sample presentations to new and existing customers.
- Allowed customers to experience our products before purchase, and informed them on their benefits.
- Increased sales and created long lasting brand loyalty amongst customers.

- Developed exciting and innovative event marketing strategies, provided high quality events and services for Costco and other vendors.

**Zazzle – San Jose, CA      Seasonal job**

**November 2013 - December 2013**

***Assembly/Warehouse***

- Performed production line printing, scanning, treatments, and pressing of clothing apparel.
- Assessed and verified quality of products before shipping to customers and vendors.

**San Jose City College – City Times Newspaper, San Jose, CA**

**January 2013-May 2013**

***Social Media Editor***

- Created new and innovative ways to use social media platforms to tell stories and have a dialogue with our viewers/readers.
- Started and moderated conversations in the online community, worked with the wider digital and broadcast teams to ensure social platforms were updated with the latest info on news breaks and developing stories.
- Solicited and verified photos, videos and new stories for veracity before uploading onto social media
- Worked with reporters and editors to develop strategies to use social media as a reporting tool and distribution channel.
- Prepared, rewrote and edited copies to improve readability; verified facts, dates, and statistics, using standard reference sources.
- Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.
- Developed story or content ideas, considering reader or audience appeal.
- Reviewed and approve proofs submitted by composing room prior to publication production.
- Participated actively in the Journalism Association of Community Colleges.

**San Jose City College – Disabled Students Program & Services, San Jose, CA      March 2013-May 2013**

***Teachers Assistant***

- Took notes for students and tutoring them in mathematics and English.
- Explained and demonstrated artistic techniques.
- Evaluated and graded students' class work, performances, projects, assignments, and papers.
- Initiated, facilitated, and moderated classroom discussions.
- Maintained student attendance records, grades, and other required records.
- Prepared students for performances, exams, or assessments.
- Planned, evaluated, and revised curricula, course content, materials, and methods of instruction.
- Through this job I was received a certificate from San Jose City College's Hall of Excellence for being a hard worker for Disabled Students Program & Services..

**Pierre Silber's – San Jose, CA      Seasonal**

**September 2010 - October 2010**

***Retail/Warehouse***

- Found customers interest in costumes, located costumes and sizes, helped customers with costumes as needed and restocked clothing in the warehouse.

**Sacred Heart Community Service – Louise's Pantry, San Jose, CA**

**September 2003 - June 2005**

***Warehouse***

- Provided direct customer service by greeting donors, accepting donations, unloading and sorting donated items, and making family food bags & lunches for the homeless.
- By giving back to my community and by volunteering, practiced hand on training in pick prep operating and developed my social skills, teamwork, communication, problem solving, project planning, task management, and organization.
- Distributed food and personal hygiene items, to qualifying local residents.

**EDUCATION:**

***Associate of Arts in Media Arts/ Associate of Science***

***General Education with an emphasis of Art***

**San Jose City College**

**San Jose, CA**