

# JASMINE BAILEY

---

(925)-206-0994

September 24, 2014

Dear Madam or Sir,

Please accept this letter and my resume as an expressed interest in working with your company. I am confident that my skills and experience will enable me to contribute significantly to your group.

I have a proven ability to work professionally with customers and coworkers. I have demonstrated oral and written communications skills and, I have a strong organizational ability and aptitude for detail.

I look forward to discussing my job search with you in greater detail. Thank you for your time and courtesy in reviewing this material and for your forthcoming response.

Sincerely,

Jasmine Bailey

**Jasmine Bailey**  
**El Sobrante, California**  
**(925)-206-0994**  
**jazzb321@gmail.com**

---

Position in organization where I can contribute my customer service skills, knowledge, and experience to the patronage-building and customer retention goals of the company.

#### **PERSONAL SUMMARY**

- Customer service experience in food establishments, with full knowledge of customer service relation protocols.
- Team player with pleasant people disposition, good customer relation skills, and dependable work discipline.

---

#### **EDUCATION AND CERTIFICATION**

Nursing Assistant Certification – July 2012  
High School Diploma – 2011  
Food Handler Certificate – 2011

#### **SKILLS**

- Demonstrated ability to learn new concepts and skills quickly
- Excellent customer service skills
- Excellent written and verbal communication skills

#### **EXPERIENCE**

##### **University Of California, Berkeley**

Food Production and Service  
August 2014 - Present

- Focus on good customer service
- Set-up, prepare and replenish, food, beverages, and supplies
- Serve, plate, and package food with appropriate portions. Follow basic principles of safety and sanitation in food service
- Understand allergens and ingredients in food
- Clean work area, including sweeping, mopping, wiping surfaces. Remove and empty trash,
- Clean and wash dishes and equipment using correct procedures of safety and sanitation.

##### **Home Care – Oakland, CA**

Caregiver  
July 2012 – June 2014

- Provide care under the supervision of LVN in line with resident care policies and procedures
- Prepare nutritional meals
- Maintain a neat and clean environment
- Protect and assist the patient to maintain independence
- Obtain samples, weights, and vital signs of patient
- Showed love, support and companionship to all patients

##### **Togos**

Sandwich Preparer  
June 2011 – September 2011

- Receiving food order from the customers
- Preparing and serving sandwiches for customer
- Double checked with customers on correctness and quality of food served
- Coordinated clean-up and preparation of dining tables for sit-in customers, validated service of “to go” orders

##### **Oyster Reef**

Restaurant Buser

June 2010 – August 2010

- Responsible for setting tables, preparing salads, appetizers and taking drink orders.  
Served orders in correct customer-friendly service manner.
- Assisted bartenders and waiters with plate, glass and napkin preparation during lean hours and cleaned dining area after closing and set up for next business day.

**Technical Skills - Software - Microsoft Word, Microsoft Excel, Microsoft PowerPoint**