

Chandoeun Phoung

"Chan"

1009 Hobson Avenue West Sacramento, CA 95605

Phone: (916) 730-5477 E-mail: cphoung@gmail.com

**Objective:**

A candidate seeking to proudly perform her duties in a position utilizing her organizational skills, educational training, and previous professional experience to serve in the needs of her company, and their employees.

**Summary of Qualifications**

- **Communication/Customer Service:** Dealt with customers face to face and on the phone to provide high level of customer service through active listening, attention to detail, and quick thinking.
- **Organized/Research Oriented:** Demonstrate effective time management through prioritizing, planning, and research. Able to multi-task to complete various duties and responsibilities in a fast paced environment.
- **Team Player:** Enjoy working as a team to accomplish assigned duties. Recognizes that working as a team is often the key to success in the work place.
- **Systems Knowledge:** Proficient in Microsoft Outlook, Microsoft Word, Excel, PowerPoint.

**Work Experience**

**Classique Catering, Sacramento CA**

**Banquet Server**

- Setup for catered production varying from 600 individuals, and up to 4000 individuals.
- Provide food service in a large hospitality industry.
- Comply with general nutrition education, healthy meal planning, and food preparation.
- End high volume catered production breaking down, cleaning and clearing production.
- Organize props and inventory.

**Team View Player Services, Sacramento CA**

**Third Party Propositional Player**

- Oversight volumes of patrons playing casino games.
- Collaborated with casino dealers productively to sustain ongoing casino games.
- Actively monitor and exchange high volumes of casino currency/chips daily.
- Attentively sit, and focused for a long period of time.
- Professionally adhere to casino rules to/and provide customer service.

**Education/Extracurricular**

**American River College, Sacramento, CA**

Associates of Arts, Liberal Arts

**River City High School, West Sacramento, CA**

General Education Diploma

**Asian Community Center**

**Volunteer work with ACC Senior Services**

- Collaborated with program coordinator and members to distribute and serve the community in the Annual Crab Feed.
- Prepared and comply with general nutrition education, meal planning, and food preparation.
- Assisted other volunteers with facility maintenance.

**Personal Summary**

I have learned, "loving what we do" makes us successful individuals despite our title, position, and our work. As individuals, we must remember, confidently performing our duties proudly builds teamwork, and self-esteem amongst fellow co-workers. Thus, projecting an image of a quality company. In the long run, "loving what we do" prepares and instills in us passion for future aspirations and goals.