

5241 School St
El Cerrito, CA 94530

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Rickki Y. Tinsley

Objective

To develop and broaden my skills and utilize my existing skills and exceed expectations.

Experience

2013-Present Elephant Bar Restaurant

Hostess-Server

- Greet guests and patrons personally and on the phone
- Offer appropriate seating arrangements
- Provide guests with menus and dining services
- Take and prepare to-go and dine-in orders
- Receive and record guests' dining reservations and transactions
- Inspect restrooms and work space for cleanliness and supplies
- Customer Service

2010-2013 Manpower Inc.

Oakland, CA

General Office/Customer Service

- Answer phones
- Filing
- Data entry
- Customer service

2012-2012 (2 months) Target Corporation

Albany, CA

Cashier

- Perform transactions through purchases
- Dispense correct change
- Customer service

Education

2008-2012 El Cerrito High School

El Cerrito, CA

- Honor Roll
- Graduated- High School Diploma

Skills

Microsoft Word & Excel, Customer Service Skills, Phones, Faxing, Filing, Copying, and Mailing. I am friendly, Punctual and a quick Learner. Hard working, communicative and reliable.

References

Available upon request