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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		
	<ul style="list-style-type: none">• 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		
	<ul style="list-style-type: none">• Answer phones• Filing• Data entry• Customer service		
	2012-2012 (2 months)	Target Corporation	Albany, CA
	Cashier		
	<ul style="list-style-type: none">• Perform transactions through purchases• Dispense correct change• Customer service		
Education	2008-2012	El Cerrito High School	El Cerrito, CA
	<ul style="list-style-type: none">• 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