

**Kayla Mileham  
6423 Colby St, Oakland Ca, 94618  
Phone: 510 -736-6945 E-Mail: kmileham89@gmail.com**

## **Education**

**James Logan High School –received high school diploma**

**[2003-2007]**

## **Experience**

**Tom's Flower Shop**

**[2006-2007]**

It was my duty to assist customers with questions, wrap bouquets, assemble arrangements for funerals and weddings. I also, answered the phone, gave directions, took orders, worked the register, and delivered orders.

Customer Service

Registrar

Phone/taking orders

Delivery

**Sunol Valley Golf Club**

**[2007-2008]**

My duties at Sunol entailed setting up for events (place settings and decorations), serving food, cleaning dishes, restocking, and

- Busgirl
- Server
- Barback

**Jamba Juice**

I took orders, worked the regiseter, made drinks, washed blenders, restocked, took inventory, and cleaned the workplace (i.e. sweep, mop, wiping tables, chairs, countertops, and taking out trash), and I helped promote our specials by going out into the community and offering samples

- Customer Service

**Elephant Bar**

It was my job to greet our customers, use a seating chart to seat them based upon how many people were in the party and how many tables each server had, escort the customer to the table, and inform them of our specials of the day, and I thanked them for their business when they left, making them feel appreciated.

- Hostess

## **Skills**

- Effective communicator

- Adaptable to new environments
- Works well in teams
- Organized
- Motivated
- Punctual
- Outgoing
- Positive
- Efficient in Microsoft Word and Excel