

Deborah Amemiya

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Objective: Server

Summary of Qualifications:

- Positive friendly individual who can deliver total guest satisfaction
- Motivated by a genuine interest in the customer and skilled in listening and paying complete attention to the customer
- Experience in assessing needs of customers and responding to them in an efficient and timely manner including providing information and resources
- Dependable team player. Enjoy working with others and the rewards of working together.
- Ability to work with minimum supervision. Quick learner with good organization skills.

Professional Experience:

Volunteer, Information Front Desk, Almaden Community Center 2014 – Current

- Answer incoming calls on busy 3 line phone system
- Retrieve messages and make sure information is routed correctly
- Assist individuals at front desk by providing information regarding resources and programs
- Answer a variety of questions and problem solve with a positive attitude
- Provide preparation materials as needed for other programs including photocopying, collating and filing

Volunteer, Miscellaneous Fundraisers for Boy Scout Troop 2010 - Current

- Handled money for a variety of events by collecting money and giving appropriate change as needed. Turned in receipts into appropriate finance contacts.
- Promoted and sold items for fundraisers
- Inventoried, ordered and replenished supplies for fundraisers
- Directed food preparation for fundraisers
- Assembled booths for fundraisers

Volunteer Classroom Assistant, Graystone Elementary School 2004-2009

Additional Experience:

West Valley College, Saratoga, CA
Counselor

Eastfield Ming Quong Children Center, Los Gatos, CA
Senior Child Care Specialist

Education:

San Francisco State University
M.S. Counseling