

**YESENIA RIVERA**

**45 Monroe St Apt #3 Santa Clara Ca 95050**

**(408) 564-2782**

**Employment:**

Tesla Motors

Since November/2013 to March/2015

45500 Fremont Blvd

Fremont CA 94538

**ALAN (Supervisor) (517) 214-1827**

**Cafe Lead:**

- Assist with providing a positive team atmosphere by communicating unprofessional behaviors and actions to Café Leads and the Café Supervisor
- Train new team members. Provides superb service to all employees by acknowledging and greeting every employee in a friendly and welcoming manner and addressing employee concerns before completing all other assignments and tasks
- Follow all company and safety and security policies and procedures
- Follow health and sanitation guidelines for all products
- Clean dining areas, serving areas, equipment, workspaces and facilities
- Restock quality food products consistently for all employees
- Maintain regular and punctual attendance
- Set up, stock, and maintain work areas. Adhere to F.I.F.O. principles when stocking inventory
- Prepare and maintain fresh coffee at all times
- Ensure uniform and personal appearance are clean and professional
- Report accidents, injuries, and unsafe work conditions to Café Supervisor
- Perform other reasonable job duties as requested by Café Supervisors
- Prepare conference rooms with food, beverage, condiments, and serve-ware in accordance with visual standards.
- I work with software programs Microsoft Word, Excel, Quick Books.

**Certification:**

- California Food Handlers card.

**Employment's:**

**Joyeria Martha's 2004 to Present**

1690 Story Rd Ste #120 San Jose Ca 95122 (408)347-0833

Bookkeeper

**Joyeria Torres. 11/2005 to 10/2010 (408) 893-3123**

Bookkeeper Payroll, File, data entry, accounts payable, all permits

Sales Tax to BOE, forms to EDD, IRS .

**Bookkeeper and Tax Preparer 10/2004 to 1/2006**

**My own Business R&R Income tax and Bookkeeping Service.**

**Self-employed Bookkeeping**

Payroll data entry, file, accounts payable,  
Sales tax to BOE monthly, Quarterly, forms to IRS, EDD  
forms for all permits, annuals City, Check Cashing,  
Money transfers for all agencies, bank accounts.

**Al Sanchez Income Tax and Bookkeeper Services.**

2/1998 to 8/2004 Bookkeeping Tax Preparer

**CET Accounting training Feb/1996 to Oct/1997**

attended and completed a 1 year 8 months apprenticeship program where  
I had a chance to sharpen certain skills, such as math, computer skills.

**References:** References are available upon request.