

Reniqua Walker
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Objective: A foodservice position.

Qualifications:

- 4 years experience working in a fast paced non-profit organization
- Excellent customer service skills
- Cashiering experience
- Foodservice experience
- Proficient in Microsoft Word, Excel and Internet Research
- Excellent verbal and written communication skills
- Dependable, trustworthy and hard working

Education:

Mission High School High School, San Francisco, CA Diploma 2004

Work History:

2014 to 2014	Concord Pavilion <i>Concession Stand Cashier</i>	Concord, CA
	• Provided excellent customer service by taking and filling orders	
	• Rang up sales and provided accurate change and purchase receipt for each transaction	
2014 to 2014	Oakland Coliseum <i>Concession Stand Cashier</i>	Oakland, CA
	• Provided excellent customer service by taking and filling orders	
	• Rang up sales and provided accurate change and purchase receipt for each transaction	
2013 to Present	Express Staffing <i>Receptionist (temporary)</i>	San Leandro, CA
	• Provide excellent customer service	
	• Greet and direct customers	
	• Answer telephones, take messages and direct callers for services	
	• Perform other clerical duties such as: photocopying, filing, setting up conferences etc.	
2012 to 2012	GAZA <i>Teen Staff</i>	S.F., CA
	• Assisted children with homework	
	• Distributed wholesome nutritious snacks	
	• Implemented educational and recreational curriculums	
2005 to 1/2010	Renaissance Parents of Success <i>Receptionist Aide</i>	S.F., CA
	• Provided intake for new clients, set up client files	
	• Answered telephones and took messages	
	• Followed up on client progress through the program	