

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 |
| | <ul style="list-style-type: none">• 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 |
| | <ul style="list-style-type: none">• 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 |
| | <ul style="list-style-type: none">• 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 |
| | <ul style="list-style-type: none">• 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 |
| | <ul style="list-style-type: none">• Provided intake for new clients, set up client files• Answered telephones and took messages• Followed up on client progress through the program | |