

Jessi Lee Hendley

Career Acquisition Objective

To pursue a position of excellence in standard of practice, both through high quality of service and exemplary opportunity for growth within the company, that subsequently compels my individual strengths, skills, and personal sense of achievement.

Professional Skills and Accomplishments

Customer Service

- Mediates customer complaints, assists with requests, takes menu orders, and explains information in a friendly and efficient conduct.
- Pays attention to detail and engages customers in a casual and personalized manor.
- Is able to multitask in a fast paced environment with minimal errors.

Communication and advertisement

- Promoted and sold local newspaper advertisement space for use of motor vehicles, automobiles, and boats; assisting with such tasks as selecting ad size, photographs, composition and finalizing purchases.
- Capable of inbound and outbound telephone calls. Able to enter data into a computer/register while maintaining excellent customer service, during calls or in person.
- Employs a sharp memory of lists, such as menu orders and various extraneous tasks.

Kitchen Services

- Prepared health oriented meals in multiple kitchen settings (private home, retirement, industrial) to provide lunch and dinner serves to elderly clients. [Meals included fish, chicken, turkey, pork, rice, sautéed vegetables, salads, homemade soups, whole wheat sandwiches, and egg/omelets.]
- Served American food at Café Phoenix. [Examples: Hamburgers, veggie burgers, grilled chicken and turkey sandwiches, BLT's, fish filets, tuna melts and grilled cheese.]
- A complete list of recipes known is available by request.

General Labor

- Able to stand for extended periods of time without accommodation, lift 50 pounds or greater, and complete repetitive physical tasks with consistency and proficiency.
- Experienced janitorial maintenance in restaurants and events with a high person capacity environment.
- Quick, efficient, and systematic completion of tasks requiring the stocking or unloading of products and supplies

Cash Register/Computer Operation

- Firm understanding of Clover and Maitre'D POS. Able to operate registers comprehensively.

****Completion of U.S. Navy Service Term**

Spent 6 years in the U.S. Navy developing physical and mental composition; fortifying individual integrity and endeavoring to consistently recognize, face and surpass personal limitations.

Employment History

01.11 – present	<i>Freddie New</i> Resident Manager/Personal Assistant	San Francisco, CA
01.11 – present	<i>Rodney Wright</i> Caretaker/Cook	San Francisco, CA
08.12 – 12.12	<i>Café Phoenix</i> Cashier/Cook	San Francisco, CA
05.04 – 06.10	<i>U.S. Navy</i> Naval Intelligence/First Lieutenant Officer	San Jose, CA

• 183 Topeka Avenue, San Francisco, CA 94124

• (415) 745-6757 • jessi_hendley@yahoo.com

02.02 - 05.03

Diablo Dealer

Pleasanton, CA

Advertising Sales Manager