

MELISSA KLUSMAN

4402 SUMMERGLEN CT. MOORPARK CA, 93021

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EXPERIENCE

August 2013- Current

Asakuma

Bartender/Server

Interacting with patrons in polite and considerate manner
Actively taking orders, giving suggestions, mixing drinks and serving food
Handling cash and credit card transactions
Responsible of maintaining/ordering bar stock

September 2010- August 2013

Citibank

Teller

Responsible for large amounts of cash and sensitive client information
Helped branch achieve high sales and service goals
Consistently met top level customer service ratings
Developed and maintained strong rapport with clientele
Assisted manager with daily operational tasks

March 2010 – September 2010

Brain Builders

Customer Service Representative

Key holder, responsible for opening and closing in absence of owner
Assisted clients in making selections
Responsible for maintaining displays

April 2008 – September 2013

Roxy's Deli

Hostess

Cashier

Phone and take-out orders

Seating and table preparations

EDUCATION

2010-Current Moorpark College

Moorpark, CA

Bachelor's Degree in progress

SKILLS

- Enthusiastic and experienced in interpersonal communication.
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.