

Teresa Patterson

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Summary of Qualifications

- Consistently receives positive feedback from supervisors for being reliable and dependable
- Gives full attention to what other people are saying, takes time to understand the points being made, and asks questions as appropriate.
- Enjoys learning and dedicating self to high performance on the job
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Experience

Waitressing

- Wrote patrons' food orders on order slips, memorized orders, or entered orders into computers for transmittal to kitchen staff.
- Checked with customers to ensure that they are enjoying their meals and took action to correct any problems.
- Maintained up-to-date knowledge of foods and drinks being served to customers.
- Performed food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.

Cashier

- Handled drive-thru cashier responsibilities such as: speaking over the phone, taking food orders from customers, communicating with the kitchen using a computer, using a headset and handling payment.
- Received payment by cash, check, credit cards, vouchers, or automatic debits.
- Processed sales and maintained records of daily functions.

Experience

Operator	Co-Op Taxi	Sacramento, CA	01/12 - 05/13
Warehouse/Bindery	Dome Printing	Sacramento, CA	12/10 - 12/12
Cashier	Jack in the box	Tucson, AZ	09/09 - 12/10
Waitress	Kettle House	Tucson, AZ	09/09 - 12/10

Education

Certificate GED	Chef Bui Cooking Class Madera Adult Education	Sacramento, CA Madera, CA	August 2012 November 2011
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