

Vivienne McGinnis

178 Kiska Road San Francisco, CA 94124

Phone: (415)424-8800 • Email: viviennemcginnis5150@gmail.com

Summary of Qualifications

- Motivated and self-driven with the passion of helping people.
- Highly organized, with great attention to detail and follow through.
- Consistently receives positive feedback from supervisors for being reliable and dependable.
- Professional in appearance and strong work ethic.
- Enjoys learning and dedicating self to high performance on the job.

Experience

Customer Service

- Experience in dealing with customers in a high volume setting.
- Assisted patrons with prompt, courteous service in fulfilling their needs.
- Took orders from clients and made sure orders were filled in a timely manner.
- Worked in restaurant environments as a prep, busser, cashier and dishwasher.
- Served food in a buffet and party setting.

Shipping and Receiving

- Loaded and unloaded trucks
- Picked and palletized orders for shipping
- Scanned each product when picking in order to maintain accurate inventory
- Labeled boxes of completed orders

Product Assembly

- Assembled a wide variety of product in the automotive and food service fields.
- Experience working and running food and automotive assembly lines
- In charge of maintaining satisfactory production
- In charge of stocking merchandise
- Stuffed envelopes for mass mailings

Experience

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| CLE Electric | Journeyman Assist. | San Francisco, CA | 3/13 - present |
| Arby's | Cashier/prep | Kansas City, KS | 11/10 - 10/12 |
| Schillings Seasoning | Assembly Worker | Kansas City, KS | 9/08 - 10/10 |
| Long's Motors | Inspector | Kansas City, KS | 6/07-7/08 |

Education

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| Diploma | San Francisco Conservation Corps | San Francisco, CA |
| | June 1990 | |