

JAMIE WESTON

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OBJECTIVE

To utilize my customer service skills and professional expertise in the knowledge of food and beverage to expand your customer base and ensure optimum satisfaction of your current guests

KEY SKILLS

Friendly | Tolerant | Adaptable | Personable | Tremendous stamina
Excellent interpersonal skills | Clear communication skills | Attentiveness
Food handler card | Ability to think on my feet | Fast learner of product knowledge

QUALIFICATIONS

Computer: Aloha POS system, Microsoft Office Suite, Word, PowerPoint, Excel, Outlook, Access, Adobe, WebEx/Livemeeting setup and Gmail programs

EDUCATION

Enrolled in Santa Rosa Junior College on a part-time basis working towards Associates degree in Business Management expected graduation date in December 2016

CERTIFICATION

ServSafe Food Handler, Esthetics

PROFESSIONAL BACKGROUND

Final Final Sports Bar, San Francisco, CA *August 2011 – December 2014*

Bartender/Cocktail Waitress

- Served customers in a helpful and friendly manner by taking and serving their drink orders, collect payments and finalize checks
- Efficiently mix ingredients to prepare cocktails; pour beer and wine according to drink recipe
- Serve food to customers seated at the bar
- Perform all side duties required as a bartender including but not limited to setting up the bar for service by making sure all garnishes are prepared for the night
- Use judgement to check identification of guests when necessary
- Subtly survey and evaluate guests to ensure no over-consumption of alcohol
- Responsibility including opening and closing of the bar

Fluidigm Inc, South San Francisco, CA *March 2008 – December 2010*

Human Resources Sr. Office Administrator II

- Responsible for all HRIS data entry in ADP
- Support Human Resources in processes including recruiting, new hire acclimation, termination, benefits and compensation administration
- Benefits reconciliation of all monthly carrier invoices and process for payment
- Maintain personnel files and handle all files of Human Resource documents
- Generate monthly new hire, anniversary, and birthday reports; track 90 day reviews; enter and file monthly expense reports
- Create and update all forms; maintain bulletin boards / postings
- Coordinate monthly events outside the scope of the Events Committee; assist in planning and executing Community Outreach programs
- Facilitated all presentations; materials and logistical support
- Provide front desk training and coverage as needed

Crimpers Bizarre, South San Francisco, CA *December 2005 – July 2008*

Esthetician

- Established and maintained a 75+ clientele
- Designed and marketed services; signs and brochures
- Perform services for facials and waxing.
- Examine clients' skin, using magnifying lamps or visors when necessary, to evaluate skin condition and appearance
- Treat the facial skin to maintain and improve its appearance, using specialized techniques and products, such as peels and masks
- Educate and demonstrate how to care for skin properly and recommend skin-care regimens
- Remove body and facial hair by applying wax
- Keep records of client needs, preferences and services provided
- Sterilize and maintain equipment; keep all areas in compliance with applicable health, safety, and hygiene standards
- Inventory and order new supplies as needed
- Sell products, services and a wellness lifestyle
- Run all aspects of business as required throughout the year on a day to day basis
- Participate in continuing education classes to maintain current knowledge of industry

Genentech Inc, South San Francisco, CA *October 1999 – October 2005*

Administration/Receptionist

- Ambassador to greet and accommodate visitors in Executive Level Lobby; promptly advise their host upon arrival
- Served as a Liaison to security administration and also supported weekly new hire and contractor
- On boarding new hires assisting them w/ badging, orientation, and shuttles
- Collaborate and communicate closely with Genentech Administrative Associates on lobby events, meetings, luncheons, to prevent double booked meetings and calendaring resulting in conflicts
- Operated computer-based multi-line telephone processing 500+ phone calls daily to the appropriate department and person's
- Implement Genentech's policies and follow Safety and Security procedures outlined in SOPs
- Request taxi and transportation service for employees and visitors on a daily bases
- Safety Team captain responsible for evacuation procedures in case of an emergency
- Record and track incoming & outgoing documents and provide mobility support by distributing company cell phones

REFERENCES

Available upon request