

**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

***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