

# URSULA MARIE FALLIS

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## OBJECTIVE:

Seeking a full-time position, where I can demonstrate my hard-working ability and commitment to employer.

## EXPERIENCE:

### Keith's Family Food

Covelo, CA

Cashier

Feb. 2014 to Sept. 2014

- Customer service and cashiering tasks. Managed/supervised the morning shift of cashiers.
- Western Union/Orlandi transactions. Money orders. Cleaned, stocked and faced establishment.

### IHSS

Covelo, CA

Provider

Feb. 2014 to Aug. 2014

- Transportation to appointments. Changed bandages. Personal care assistance.
- Ran errands including shopping and prescription pick-up. Cooked and cleaned residence.

### Round Valley Indian Health

Covelo, CA

Health Food Instructor

Aug 2012 to Dec 2012

- Taught healthy foods to the community, mainly focused on diabetes. Also taught how the disease affects the body and how to prevent diabetes by eating healthy.

### Hidden Oaks Casino

Covelo, CA

Cook

Feb 2012 to Dec 2012

- Cooked and prepared food. Worked as a cashier and waitress.
- Kept inventory. Ordered food and produce. Cleaned the café.

### Self-Employment

Covelo, CA

Catering

Apr 2011 to Dec 2012

- Catered for Cancer Prevention conferences, Mendocino College Events, and community events.

### Amerawcan Bistro

Tacoma, WA

Sous Chef

Jun 2011 to Sept 2011

- Managed and lead crew of 6, supervised during my shift and helped in hiring. Prepared food.
- Kept inventory; Put in monthly or weekly orders; managed storage. Cleaned restaurant.

### Hidden Oaks Casino

Covelo, CA

Manager/Cook/Cashier/Waitress

Feb 2009 to Sep 2009

- Cooked, prepared food, took orders, storage, inventory, cleaned, ordered food and other products needed for cafe.

Housekeeping

Feb 2009 to Aug 2009

- Cleaned casino area, cleaned machines, customer service, and inventory.

### US Forest Service

Covelo, CA

Fire Camp Crew

Aug 2008 to Sep 2008

- Storage, inventory, supplies, cleaned fire camp premises and also traveled to different camps to deliver food and supplies to fire fighters.

### Round Valley Indian Tribes

Covelo, CA

Fiscal Clerk

Sep 2006 to Dec 2006

- Printed checks. Filled fiscal records. Used basic computer skills.

Temp Worker

Jan 2004 to Aug 2006

- Worked in Senior Center, Childcare/HeadStart, Kitchen, and as a Front Desk Receptionist.

## EDUCATION:

Diploma, Round Valley High School, Covelo, CA

College Coursework, 30 credits, Mendocino Community College, Ukiah, CA

## REFERENCES:

Available upon request