

URSULA MARIE FALLIS

P.O. Box 236
Elk Creek, CA 95939
(707) 621-0175 (cell) * (530) 519-5926 (message)

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