

Amanda Steele

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CAREER OBJECTIVE: My career objective is to be part of a great work environment and team with opportunities for advancement.

EDUCATION:

Beach High School – Diploma

Skyline College – General Education

Napa Valley College –General Education

EMPLOYMENT BACKGROUND:

Delancey Street Restaurant – San Francisco, CA, USA

JAN 2015-PRESENT

Private Dining

- Assisted customers to ensure that they are enjoying their meals and take action to correct any problems.
- Collected payments from customers and am familiar with the maître de system.
- Prepared checks that itemize and total meal costs and sales taxes.
- Was able to memorize the menu and relay to customer so that they could understand.

Delancey Street Foundation – San Francisco, CA, USA

JAN 2015-PRESENT

Catering

- Set dining tables according to type of event and service standards
- Provided professional friendly and engaging service to 100+ people
- Set up and cleared tables and stocked all service stations

Delancey Street Restaurant – San Francisco, CA, USA

JAN 2015-PRESENT

Valet Attendant

- Took numbered tags from customers, located vehicles, and delivered vehicles.
- Issued ticket stubs on windshields, attached tags and gave customers matching tags for locating vehicles.
- Performed cash handling tasks, such as making change, balancing and recording cash drawer, or distributing tips.

Delancey Street Foundation – San Francisco, CA, USA

JAN 2015-PRESENT

Accounts Payable

- Operated computers programmed with accounting software to record, store and analyze information.
- Checked figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Classified, recorded and summarized numerical and financial data to compile and kept financial records using journals and ledgers or computers
- Debited, credited and totaled accounts on computer spreadsheets and databases.
- Operated 10-key calculators, typewriters and copy machines to perform calculations and produced documents.

Delancey Street Foundation – San Francisco, CA, USA

JAN 2015-PRESENT

Personal Assistant for Mimi Silbert, President and CEO of Delancey Street Foundation

- Prepared correspondence letters and other documents using word processing.
- Answered phone calls and directed calls to appropriate parties or took messages.
- Scheduled and contacted for personal appointments.
- Handled critical records and documents redirecting and filing as appropriate.