

Crystal Rama

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Skills

- Bar tending Certification
- Three years of Assistant Manager experience
- Strong ability to multitask and meet deadlines
- Energetic, motivated, organized and dedicated to providing efficient; quality service

Professional Experience

Market Research Coordinator

- Obtained and set up appointments from new prospects
- Followed up on previous clientele to ensure quality service was received
- Collected and analyzed data on customer demographics
- Measured the effectiveness of marketing, advertising, communications programs and strategies

Server/Hostess

- Greeted Customers with friendly and courteous manner while seating at table
- Responsible for quality control; maintaining cleanliness and sanitation standards
- Answered telephone calls to take food orders for pick up and take out
- Maintained contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customer's concerns are addressed

Production Assembler

- Inspected materials and products for defects and ensured conformance to specifications
- Removed materials and products from machines and equipment and packed them in boxes
- Loaded trucks and conveyors using hand trucks and pallet jacks
- Recorded production and operational data, such as quantities of materials processed

Assistant Manager

- Developed and interpreted organizational goals, policies, and procedures
- Built and repaired computers according to specifications
- Directed performance evaluations on staff and oversaw their daily activities
- Developed pricing strategies that met firm objectives and customer satisfaction

Work History

Server/Cocktail Waitress	El Torito	Buena Park, CA	2/2/15 – 8/22/15
Server/Hostess/Bartender	Amaya	Buena Park, CA	10/31/14 – 1/31/15
Sales Associate	Party City	Fullerton, CA	Apr 2014 – 10/31/14
Market Research Coordinator	Wyndham	Phoenix, AZ	Aug 2013 – Nov 2013
Server	Corner Bakery Cafe	Phoenix, AZ	Jan 2013 – Aug 2013
Production Assembler	Ford Motor Co.	Woodhaven, MI	Jan 2007 – Dec 2007
Hostess	Leon's Family Diner	Lincoln Park, MI	Jan 2004 – Jan 2006
Assistant Manager	Aztech Computers	Wyandotte, MI	Jan 2001 – June 2004

