

Anthony Diaz

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Objective

I am seeking employment with a company where I can grow professionally and personally.

I seek challenging opportunities where I can fully use my skills for the success of the organization.

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

Experience

Jan2016-Present

Border Grill

Los Angeles, CA

\$10hr

Host/Server

Greet Guests, make floor plans, seat guests, answer phones, take orders, side work, opening and closing duties

February 2015 La Verne, CA

\$9hr

Server, Food Runner, Shift Lead, Open and close the restaurant, preparing opening and closing tills, running food, taking guests orders, opening and closing cleaning duties

Aug. 2014-Feb. 2015

Yard House

Los Angeles, CA

\$9hr

Host Assisted diners with seating as needed, Assisted co-workers., Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash, Greeted guests and sat them at tables or in waiting areas, Inspected dining and serving areas to ensure cleanliness and proper setup,

Jun.2014- Sept. 2014

Jacob Holston

Los Angeles, CA

\$11hr.

Personal Design Assistant

Traveled with the manager to take notes and dictation at meetings, Organized personal and professional calendars and supplied reminders of upcoming meetings and events, Created expense reports using Microsoft Excel spreadsheets, Conducted extensive online and phone research.

Jul. 2013- Jun. 2014

85 Degrees Cafe

Chino Hills, CA

\$9hr.

Cashier

Up-sold additional menu items, beverages and desserts to increase restaurant profits, Took necessary steps to meet customer needs and effectively resolve food or service issues, Correctly received orders, processed payments and responded appropriately to guest concerns.

Sept. 2012-Jun.2013

Honda Center

Anaheim, CA

\$10hr.

Server, Cashier

Quickly and efficiently processed payments and made accurate change, Prepared and served beverages such as coffee, tea and fountain drinks, Served orders to customers at windows, counters and tables.

Mar.2010-Jul.2010

Lucent Product Inc.

Chino, CA

\$11hr.

Product Development

Traveled with the manager to take notes and dictation at meetings, Handled incoming and outgoing correspondence, including mail, email and faxes, Created presentations using Microsoft PowerPoint, Conducted extensive online and phone research

Jun.2008-Mar.2009

Big Lots

Chino, CA

\$10hr.

Cashier Specialists

Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges, Organized weekly sales reports for the sales department to track product success, Worked as a team member performing cashier duties, product assistance and cleaning.

Jan.2008-Jun.2008

Disneyland.

Anaheim, CA

\$9.75hr.

Cashier

Recorded customer orders and repeated them back in a clear, understandable manner, Served fresh, hot food with a smile in a timely manner, Communicated clearly and positively with co-workers and management.

Jun.2007-Jun.2012

Gap Outlet

Ontario, CA

\$9.50hr.

Cashier Specialists

Computed sales prices, total purchases and processed payments, Operated a cash register to process cash, check and credit card transactions.

Reference

References are available on request- Jan2016Pappas Artisanal