

Jennifer Guillen

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OBJECTIVE

Obtain a position that will advance my communication skills and teach me new skills that will help me in the future

EXPERIENCE

2010-2014 El Palmar enterprise 757 Lincoln Ave, San Rafael, CA
Cashier/ Waitress/event planner

- Assist customers on the best deals
- operate cash register and assist with sales reporting
- Responsible for taking customer's orders, serving food/beverages and performing other duties assigned
- Organized catering events by working with the customers to ensure they received the best possible service that would suit their type of event
- Work on setup and presentation at events

Feb 2015 – Dec 2015 Extreme Pizza 703 4th St, San Rafael, CA

Cashier/ Waitress

· Learned how to multi-task by managing customers in the store while dealing with phone orders

· Maintained positive customer service relations

· Experienced with operator register