

## CHARRIS MAST

### Professional Experience

#### Server

Servers On Demand, San Jose, CA Sept. 2013 – Dec. 2014  
*Bay Area's full-service staffing team and your solution for temporary experienced talented food servers, bartenders, cooks and event captains.*

- Coordinated, planned and executed events. Duties include managing clients, new business development, and supervising personnel in the catering department.
- Supervises a staff of customer service representatives and ensures customers are satisfied.
- Catered at venues such as, San Jose Convention Center, Santa Clara University and Toshiba.

#### Administrative Assistant

Accounting Advantage, San Francisco, CA Jul 2010 - Aug 2011  
*Accounting and Financial Recruiting and Staffing Services.*

- Coordinated and maintained office, phones, parking, company credit cards, and corporate travel.
  - Performed general clerical duties such as, photocopy, faxing, mailing, and filing.
  - Setup a meetings and conferences, and signed for and distributed Fed Ex/UPS packages.

#### Sales Associate

Dollar Tree Inc., Sunnyvale, CA Aug 2009 - May 2010  
*A Fortune 500 company, Dollar Tree, Inc. (NASDAQ: DLTR) is an American chain of discount variety stores that sells every item for \$1.00 or less.*

- Merchandised wholesale products such as, health and beauty, food and snacks, party, seasonal decor, housewares, glassware, dinnerware, household cleaning supplies, candy, toys, gifts, gift bags and wrap, stationery, craft supplies, teaching supplies and books.
  - Shift Leader and Key Holder responsible for all fiscal matters.

#### Stagehand

I.A.T.S.E. Local 134, San Jose CA Nov 2007 - 2007  
*Local 134 Stagehand Union of Silicon Valley.*

- Stagehand for live concerts promoted by Live Nation and Local Stagehand Union for Artists .
- Assembly and dis assembly, loading and unloading, audio, visual, lighting, wardrobe, carpentry at Bay Area venues such as, HP Pavilion, Shoreline Amphitheater, and San Jose Event Center .

#### Travel Coordinator

Classic Vacations, San Jose, CA Apr. 2006 - Jun 2007  
*Provides wholesale international luxury vacation travel packages.*

- Booking Agent for Hawaii, Mexico, Caribbean, Europe, Tahiti and New Zealand and.
- Scheduled and maintained travel arrangements including hotel, air, car rental, tours.
- Coordinated documents, ticketed flights, itinerary upgrade, payments for corporate and individual travelers.

#### Premium Service Attendant

ARAMARK, San Jose, CA Jan 2003 - Apr 2006  
*ARAMARK is a leader in professional services, providing award-winning food services, facilities management.*

- Performed day-to-day operations of a computerized box office through assisting the staff in the sale and processing of ticket orders.
  - Respond to guest requests in a timely and professional manner.
- Handle Premium Seating client complaints and resolve issues in the best way possible.

Piedmont High School, San Jose, CA, Diploma, 1996