

Jessica Jackson

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OBJECTIVE

Interested in finding a customer service/ clerical position in a professional environment where I can fully utilize my training and previous managerial experience.

SKILLS

- Customer- oriented
- Cash handling and management
- Organized multi-tasking
- Types 50 wpm
- Bookkeeping
- Microsoft Word, Excel, Office
- MICROS POS System
- Data Entry

WORK EXPERIENCE

06/2015 to 08/2016 Restaurant Assistant General Manager

J & R Hock Enterprises- Corona, CA

- Organizing stock and equipment, ordering supplies and overseeing building maintenance, cleanliness and security.
- Recruiting new staff, training and developing existing staff.
- Planning and working to budgets, maximizing profits and achieving sales targets set by head office.
- Check daily “speed of service” reports, inventory & daily money deposits.
- Weekly store personnel scheduling, overseeing labor and store production ratio.

12/2014 to 04/2015 Office Assistant/Cashier

Food Lion – Virginia Beach, VA

- Count money and make bank deposits.
- Operates cash register, collects cash, check, or charge payment and makes change for cash transactions.
- Money orders, check cashing, money transfers via Western Union, lottery sales.
- Keep track and record daily sales. Processed and reviewed routine paperwork and entered into database.
- Assisted employees with needs of voids and overrides.

06/2012 to 12/2014 **Manager**
Wienerschnitzel- Lancaster, CA

- Count money and make bank deposits. Responsible for delivery of deposits to the bank.
- Maintain food and equipment inventories, and keep inventory records.
- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Investigate and resolve complaints regarding food quality, service, or accommodations.

05/2013 to 09/2013 **Promotions Representative**
Perspectives Marketing LLC – Lancaster, CA

- Plan and prepare advertising and promotional material to increase sale of products or services, working with customers, company officials, sales departments and advertising agencies.
- Provide presentation and product demonstration support during the introduction of new products and services to field staff and customers.
- Track program budgets and expenses and campaign response rates to evaluate each campaign based on program objectives and industry norms.

EDUCATION

May 2012

High School Diploma
Lancaster High School- Lancaster, CA

- Recipient of Antelope Valley Juliette's Scholarship

CERTIFICATIONS

CA ServSafe
CPR/First Aid/AED

REFERENCES

Available Upon Request