

# Jessica Jackson

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## OBJECTIVE

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

## SKILLS

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

## WORK EXPERIENCE

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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**

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May 2012

- High School Diploma**  
**Lancaster High School-** Lancaster, CA
- Recipient of Antelope Valley Juliette's Scholarship

## **CERTIFICATIONS**

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**CA ServSafe**  
**CPR/First Aid/AED**

## **REFERENCES**

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**Available Upon Request**