

# Ta'keyah (Keyah) D. Hutchison

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## Education:

Prospect High School - Class of 2012  
18900 Prospect Road, Saratoga, CA 95070

San Jose City College -- Spring 2016  
2100 Moorpark Ave, San Jose, CA 95128

## Honors, Awards, Achievements and Distinctions

• 2 <sup>nd</sup> place cheerleading trophy	2006 - 2007
• Great Attendance Award	2008-2009
• Employment Skills	2015
• Life Skills	2015

## Skills and Qualifications

• Proficient in MS Word, Excel and PowerPoint	• Friendly and good with people
• Strong writing skills	• Positive and persuasive leadership abilities
• Effective oral communication skills	• Excellent multi-tasking skills

## Work Experience

**Hogg House Bar and After Hours Club**, San Jose, CA Aug. 2016 - Present  
Hostess/ Bartender/ Family owned

- Served Alcoholic Beverages
- Organized and clean bar
- Greet customers and served appetizers
- Managed Register

**Spoonful of Soul**, San Jose, CA July 2015 – Aug. 2015  
Cashier/ Hostess

- Greeted customers at the front door
- Seated customers in an orderly fashion
- Kept dining room neat and organized
- Managed register and kept count of receipts
- Dealt with customer complaints
- Assisted head chef preparing meals.

**Chipotle**, Palo Alto, CA April 2014 – June 2014  
Dishwasher/Server

- Provided sanitary services in the back kitchen area
- Maintain health codes associated with pots, pans, and utensils
- Served customers at a fast pace

**The Party Staff**, San Jose, CA Feb. 2013 – May 2013  
Cater/Waitress

- Greeted party guests at high end parties
- Maintain a clean workstation
- Assisted party guest with alcohol bottle opener

- Walk and balance horderves on a server plate for long hours
- Organized tables after the parties

**Prospect High School Cafeteria**, Saratoga, CA  
Server

August 2010-Dec.2010

- Maintained a good sanitary environment
- Provided well balanced meals twice a day for each student at Prospect High

**Jus' Like Ya' Mama's**, San Jose, CA  
Cashier, Server

Dec.2009 – Feb. 2010

- Assisted Head Chef in preparing specialty dishes
- Operated cash register
- Waited on customers
- Greeted customers
- Organized tables, mopped and swept floors, scrub the grease off the stoves
- Improved kitchen sanitary procedures

#### **Volunteer Experience:**

**South Asian Heart Center at El Camino Hospital**, Mountain View, CA  
Student Volunteer

April 2009 - present

- Provided Front Desk Customer Service
- Maintain waiting room/lobby
- Organized patient paperwork
- Entered patient information into the computer system
- Contacted patients for their next appointments

#### **School and Outside Activities**

**Campbell Wolverines Cheerleading**

June 2005 – August 2007

- Assisted coach on new moves for the semi-championship competition.

**Grand Opening of the Newly Remodeled El Camino Hospital Building**

Spring 2010

- Created posters to hang at the mini festival held at the hospital
- Helped lost viewers stay on the path in the Heart Tunnel

#### **Hobbies**

- Helping the homeless, Volley ball, Basketball, Softball, Drawing, Sewing, Dancing, Reading, Writing poetry, and Working with computers.

**References Available Upon Request**