

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

- 2nd 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
- Strong writing skills
- Effective oral communication skills
- Friendly and good with people
- Positive and persuasive leadership abilities
- 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

August 2010-Dec.2010

Server

- 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

Dec.2009 – Feb. 2010

Cashier, Server

- 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

April 2009 - present

Student Volunteer

- 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