

# Robert McClendon

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## Objective

To obtain a position in Customer Service

## Education

**Business and Administration –Customer Service Certification**, Sacramento City College, Sacramento, CA Completed 2012

## Skill Summary

### Customer Service

- Ability to work well with diverse customer populations
- Experienced in successfully responding to customer inquiries
- Efficient, versatile and adaptable team worker

### Food Prep/Restaurant Work

- Knowledgeable in cash handling and register work in restaurant setting
- Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.
- Responsible for dishwashing and the maintenance of the work environment to ensure health regulations are met.
- Accurately and effectively stocked products (i.e. frozen food, canned goods)

### Production/Janitorial Work

- Skilled in working with hands and building products with detailed instruction
- Highly skilled in vacuuming, sweeping, mopping, and scrubbing while keeping safety in mind.
- Ability of maintaining janitorial equipment in a clean, safe and operable condition
- Skilled at maintaining janitor closets in a clean, organized and safe manner
- Adept at using chemicals in a safe manner and able to operate janitorial equipment properly and efficiently

## Work History

**Prep Cook/Dishwasher**, Stones Gaming Hall, Citrus Heights, CA April 2015-present

**Dishwasher/Prep**, Peg's Glorified Ham & Eggs, Roseville, CA, July 2013-Jan. 2015

**Production Work**, Pride Industries, Sacramento, CA, 2003-2013

**Courtesy Clerk**, Food Source, Sacramento, CA, 2006

**Janitor/Customer Service**, Circle K/76 Station, Sacramento, CA, 2001-2003

**Dishwasher/Prep**, Bleacher's Sports Bar and Grill, Sacramento, CA, 1999-2003

**Customer Service**, Hollywood Video, Sacramento, CA, 1995-1998