

**Alicia Foster**  
Houston TX  
rochellefoster28@gmail.com

**Work Experience**

**Food Service Worker**

**Sodexo/Memorial Herman**

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Houston, TX

May 2013 to May 2015 )

Prepared food using clean and safe techniques utilizing various kitchen equipment

Followed company and department safety, security and loss prevention policies and procedures

Maintained a clean, safe and secure working environment

Rang up customers at the register

**Customer Financial Services Associate**

**Target Corp. Services**

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Houston, TX

May 2015 to May 2016

Answered incoming customer phone calls regarding multiple accounts

Responded to customer inquiries received via email, voicemail, fax and phone

Provided excellent customer service

Practiced and executed first call resolution to clients inquiries

Provided product information and answered questions regarding existing orders

**Recovery Specialist**

**Nationwide Credit Inc.**

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**Education**

**Worthing high school 2008**

**Lone Star College Systems 2010**

**Skills\*** Ability to perform routine duties with minimal supervision

Load tray deliver carts and transport to thermalization refrigeration units.

Set up and replenish foods, condiments, dishes, flatware and serving utensils of tray assembly lines.

Follow printed menus, computerized diet cards, and established procedures to serve correct food items when assigned to a position on the tray assembly line.

Service coffee or tea as required. Make and serve toast for patient trays.

Assist with movement of tray carts from thermalization refrigerator and with placement of carts onto ATS spurs.

Transport tray delivery carts from automatic transport system drop-off point to patient care unit for service.

Return carts with soiled dishes to ATS spur and program the ATS for pick-up/return to kitchen.

Quickbooks (Less than 1 year), Microsoft office (5+ years), Skip tracing (3 years), Multi-Line Phone System( 3years)