

Zona Brasier

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message:
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CAREER GOAL

To obtain long term employment with growth potential with a company where I can contribute my hardworking ability and my positive attitude.

SKILLS AND ABILITIES

- Answering Multi-line Phone
- Customer Service Skills
- Operating Office Equipment
- Data Entry
- Providing Childcare
- Microsoft Word
- Operating Cash Register
- Scheduling Appointments
- Accounts Receivable

EXPERIENCE

Crew Member: Taco Bell, Sacramento, California

Requested customer orders and depressed keys of multi-counting machine to simultaneously record order and compute bill; prepared and selected requested food items from serving and storage areas and assembled items on serving tray or in take-out bag; operated drink-dispensing machine and automatic coffee maker; notified kitchen personnel of shortages and special orders; and maintained an orderly eating and serving area.

Childcare Provider: BJ Jordan Daycare, North Highlands, California

Observed and monitored play activities and entertained children by reading to them and playing games with them; prepared and served nutritional meals; accompanied children on walks and other outings and kept children's play arena clean and tidy.

Customer Service Representative: 76 Gas Station, Sacramento, California

Obtained and received merchandise, totaled bills, accepted payments and made change for customers; answered customers' questions concerning location, price and use of merchandise; set up advertising displays and arranged merchandise on counters and tables to promote sales.

Customer Service/Teller: EZ Money, Sacramento, California

Cashed checks after verification of signatures; issued money orders and pay day loans; processed money transfers; balanced currency, coin and checks in cash drawer at end of shift using calculator and provided prompt, courteous customer service at all times.

EDUCATION AND TRAINING

Campos Verde Adult School, North Highlands, California
General Education Courses

Encina High School, Sacramento, California
General Education Courses

PERSONAL QUALITIES

Dedicated • Team Player • Trustworthy • Reliable • Organized • Professional

References Available Upon Request