

Caitlynn Ramirez

Spring Valley, CA 91977

caitlynn.rose93@gmail.com - (619)6659364

To provide an above average experience for guests and exceed expectations of employer as well as the customer.

WORK EXPERIENCE

Server/Hostess

Olive Garden - Chula Vista, CA - January 2014 to April 2016

Providing excellent costumer service. Anticipating guests needs. Large amounts of cash handling and transactions. Alcohol service. Extensive wine knowledge. Very fast paced environment.

Administrative Assistant/Supervisor

Baskin Robbins of Chula Vista - Chula Vista, CA - August 2012 to January 2014

Job Duties: Product ordering and receiving. Monthly inventory. Monthly health and safety assessment for store. Data entry. Opening and closing store. End of day till count. Money handling in and out of the security safe. Directing and training crew. Appointment setting. Assisting in fundraising events. Ordering of all the food products. Ordering of all the non-edible products (cups, spoons, cleaning supplies etc.) Customer service.

Technical Support Specialist

Kodak - February 2012 to September 2012

Inbound and outbound calls. Data entry. Credit card transactions. Resolving issues ranging from a broken cameras, software, or digital picture frames, to warranties, transactions issues, and installation and set up of company products.

Waitress, Bar Tender

Gustos Italian Restaurant - November 2011 to August 2012

Job Duties: Greeting guests, seating guests, promoting, customer service, food distribution, maintenance, counting till.

Manager

McDonald's of Anchorage, Alaska - Anchorage, AK - October 2008 to October 2011

Reason for leaving: Moved out of state.

Job Duties: Customer service, food preparation, food distribution, maintenance, cashier, assistance with closing store, directing crew, training crew, occasional shift planning.

EDUCATION

Pearson Education Center - San Diego, CA