

Lara Summerfield

Sales Associate/ Cashier/Customer Service

San Jose, CA - Email me on Indeed: indeed.com/r/Lara-Summerfield/eb0dae080d053048

Proven self-starter looking to utilize my excellent communication skills and hardworking ability in a retail sales associate position.

Authorized to work in the US for any employer

WORK EXPERIENCE

Sales Associate/ Cashier

The Dollar Tree Stores - Campbell, CA - November 2014 to Present

Provide fast and friendly customer service. Ring up customer purchases and process returns in a timely manner. Responsible for keeping accurate cash transactions and low void count. Answer questions about products, policy, and services. Keep cashier area organized and clean. I sold the most food items for our annual food drive in 2015.

Sales Associate - Seasonal

Kohl's Department Store - Campbell, CA - November 2015 to December 2015

Kept constant communication with various departments and management serving customer needs and requests. Assisted customers with merchandise selections. Responsible for keeping dressings rooms clean and organized. Recovered merchandise for all departments.

Sales Associate/Cashier - Seasonal

Spirit Stores - San Jose, CA - August 2015 to November 2015

Managed cash register. Answered the phone providing knowledgeable customer assistance. Arranged and filled merchandise displays. Assisted customers in dressing rooms. Stocked and returned items to the store floor.

Caregiver/ House Cleaning

Family Care Giver/ Self Employed - Los Gatos, CA - March 2011 to May 2015

Provided transportation to and from appointments. Preformed light housekeeping activities including, dusting, vacuuming, laundry,

And changed linens as required. Prepared meals and did the grocery shopping. Assisted in every day personal needs.

Administrative Assistant

IRA Center, (TDS, Group) San Jose, CA - San Jose, CA - August 2006 to March 2009

Responsible for following up on client transfers and rollovers. Coordinated luncheons with the school secretaries in promotion of the 457 Benefits Plan. Used independent judgment to keep supervisor informed of all matters that require her attention. Assisted teachers and school staff with loan and withdrawal paperwork. Composed correspondence; developed, reviewed and edited presentations and documentation. Responsible for getting all Salary Change forms into the District Payroll Departments before the cut off dates for each month.

EDUCATION

West Valley Community College - Saratoga, CA

Los Gatos High School - Los Gatos, CA

SKILLS

Microsoft Office (10+ years), Merchandising (2 years), Cash Handling (5 years), Excellent phone skills (10+ years), Office Equipment (10+ years), Luncheon coordinator (2 years), Office Equipment (10+ years), Customer Service Skills (10+ years)

AWARDS

highest average donation sales

August 2015

Highest average sales donations for school supplies provided to military families children in need. Partnered with Operation Home Front. Also had the highest average sales for food donations.

ADDITIONAL INFORMATION

SKILLS & ABILITIES:

- Self-motivated, resourceful and versatile
- Detail oriented within a fast paced environment
- Excellent customer service skills
- Demonstrated ability to coordinate and delegate company functions
- Advanced level skills in Microsoft Word and Excel
- Team oriented, positive and supportive

SKILLS: Windows 10, MS Office (Word, Excel, PowerPoint and Outlook), SAP, Siebel and ADP

Servers Test

Multiple Choice

X B

1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

$$22/35 = 63\%$$

A

2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

B

3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

B

4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

D

5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- d) All of the above

D

6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

D

A Scullery

E

D Queen Mary

A

E Chaffing Dish

B French Passing

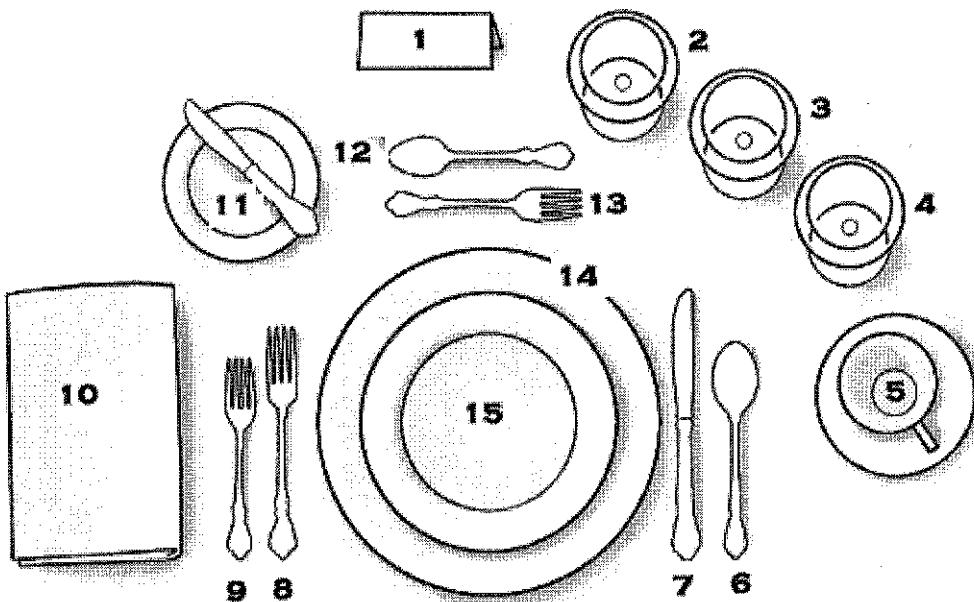
G Russian Service

F Corkscrew

C Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- G. Style of dining in which the courses come out one at a time

Servers Test



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>3</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>9</u>	Service Plate
<u>15</u>	Salad Plate	<u>14</u>	
<u>4</u>	Water Glass	<u>3</u>	Wine Glass (White)

Fill in the Blank

- The utensils are placed 5 1 (me) inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Dinner mint cream sugar
- Synchronized service is when: all plates served at the same time
- What is generally indicated on the name placard other than the name? meal choice
- The Protein on a plate is typically served at what hour on the clock? 5:00 p.m. 6pm
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Notify the Cook and Manager

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Lara Summerfield
Start Date: 1/25/17

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? Yes No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: \$14 & \$13 Overtime Rate(s) of Pay: \$21 & \$19.50

Rate by (check box): Hour Shift Day Week Salary Piece rate Commission

Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box) Yes No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? Yes No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.

2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.

3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.

4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

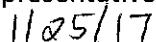
(Optional)

Erika Komatsu

(PRINT NAME of Employer representative)



(SIGNATURE of Employer Representative)

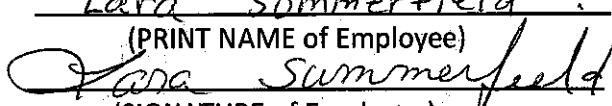


(Date)

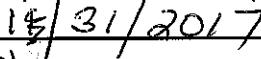
1/25/17

Lara Summerfield

(PRINT NAME of Employee)



(SIGNATURE of Employee)



(Date)

1/31/2017

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.