Acrobat
outsourcing
Your Hospitality Staffing Professionals

Bulgan Gantulga <bulgan@acrobatoutsourcing.com>

Bartenders needed for fun event in SF!!

Sophia Myers <286796387bb434388a361aa741b6d5be@reply.craigslist.org>   Tue, Jan 31, 2017 at 2:46 PM
To: v3rct-5982155916@gigs.craigslist.org

Sophia L Myers

Phone: **415-425-9196** ror49er@yahoo.com

Accounting Clerk/ Bookkeeper

Customer Service and Communications

• Mixology of cocktails served to customers.
• Managed weekly shopping lists, timely bill payments, and appointments for a home care client.
• Distribute bank messages by currency, Mail confirmations of foreign exchange deals. Check foreign and U.S. exchange rates.
• Prepared account receivables for payments. Figured mark-up and mark-downs.
• Survey grading for dirt road. Grading of dirt aggregate
• Finalized Credit card applications
• Purged and categorized personnel files for Northern California
• Operated IBM POS system
• Supervise 12 cashiers, receptionist, open and close store (keyholder).
• Daily cash balancing, post daily, weekly, and monthly sales.
• Data entry: Cash balancing, freight data, payroll, price changes.

Work History

Experience Bartender, Silver Spur, San Francisco, CA 01/2009 - 08/2009
Caregiver, Home Health Advocates, San Francisco, CA 02/2007 - 12/2007
Bartender, 314 INC,. San Francisco, CA 06/2006 - 09/2006
Bartender, McKenzie's' Bar, San Francisco, CA09/2004 - 03/2005
Risk control-office help, Wells Fargo Foreign Exchange, San Francisco, CA 10/2000 - 07/2001
Accounts Receivable, Sloat Gardens, Sausalito, CA 03/2001 -10/2000
Laborer and Grader, Egegik, AK09/1999 -10/1999
Credit Card Applications, Norrell Services, San Francisco, CA.09/1998 - 05/1999
Data Entry, Roberta Enterprises, San Francisco, CA11/1997 - 04/1998
Electronic Payments Processor, Bank of America, San Francisco, CA 01/1994 -10/1997
Office Cashier, F.W. Woolworth, San Francisco, CA 02/1989 - 01/1993

Education Ft. Lewis College Durango, CO 1967

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