

Hire

Bonnie Lyn Johnson

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SUMMARY OF QUALIFICATIONS

- Over 10 years working in the Customers Service field
- Experience in Hospitality Environment; kitchen and dining areas.
- Self-motivated, honest and dependable. Adept at analyzing, researching, organizing and problem solving
- Responsible, resourceful, and well organized. Inventory, and visual merchandising
- Skilled in handling challenging customers with patience and sensibility
- Ability to quickly and confidently learn new skills and processes
- Computer literate; Internet, e-mail.

WORK EXPERIENCE

Senior Citizen Center

San Francisco, CA

Kitchen Staff

Oct 2015 – Dec 2015

- Cleaned and organized eating, service and kitchen areas.
- Communicated with customers regarding orders, comments and complaints.
- Prepared daily food items, using proper safety precautions and sanitary measures.
- Provided caterers with assistance in food preparation and service.
- Served food and beverages to guests at banquets and other social functions.
- Cleaned and sanitized work areas, equipment, utensils, dishes and silverware.

St Anthony's Free Clothing Program

San Francisco, CA

Front Line Staff, Customer Service and Sorter

May 2014 – July 2014

- Facilitated and expedite services and items for emergency request.
- Allocated clothing items and ensure the client got exact sizes needed.
- Coordinated and distributed clothing to SRO residents whom lack access to shower facilities.
- Conferred with customers to provide information about products and services, Placed and entered orders.
- Kept records of customer transactions, recording details of inquiries.
- Sorted clothing according to gender and sizes. Strategic hung clothing on hangers and racks.

Alameda County Department Of In Home Support

Alameda County, CA

Care Giver

Aug 2008 – Nov 2010

- Provided patient with emotional support, care to live independently, adapt to disability or illness.
- Maintained records of patient care, condition, progress, and problems and discussed observations.
- Provided companionship to keep patients mentally healthy and alert at all times.
- Planned, purchased, prepared, and served meals to patients according to prescribed diets.
- Accompanied clients to doctors' appointments, trips outside the home, walks, and Bank errands.

San Francisco Unified School District-San Francisco Community School

San Francisco, CA

Yard Supervisor-For K-8th Grade Students

Jan 2000 – Jan 2002

- Supervised children and prevented altercations in the yard.
- Supported emotional, encouraged understanding of others and positive self-concepts.
- Organized and stored recreational equipment, materials to ensure order in activity areas.
- On rainy days directed and supervised the children to allocated area.
- Created appropriate lesson plans and accordingly to activities schedule.
- Communicated with staff about daily activities, behaviors, and related issues.
- Directed unauthorized individuals and visitors to main office.

EDUCATION & TRAINING

- Apex Care, San Francisco, CA 2008
Geriatric Care Giver Certification.
- Independence Study High School, San Francisco, CA 1991
H.S. Diploma,

Cashier exper 4-5 yrs