

3680 Monroe St. Apt 107  
Riverside, CA 92504

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Authorized to work in the US for any employer

## SKILLS & ABILITIES

I have extensive experience in customer service. I am very friendly and outgoing; I can socialize very easily.

I work well with others and enjoy talking to guests. I also am good with cash handling and being organized. I do very well with multitasking.

I learn very quickly and have experience teaching others new job skills/tasks. I have been promoted in previous jobs to management.

I also have experience professionally representing companies at events.

## WORK EXPERIENCE

### BUSINESS OFFICE ASSOCIATE CarMax - September 2016 to February 2017

My tasks included handling large amounts of cash (\$1,000+), communicating with guests to ensure timely procedures with paperwork regarding buying and selling cars, and ensuring everything is accurate as the job requires a lot of attention to detail. I also helped to keep large amounts of paperwork/folders organized and easily accessible.

LENA PREITO, BUSINESS OFFICE MANAGER (949)341-0801

### SERVER/BARTENDER Buffalo Wild Wings - June 2014 to November 2016

I bartended and served in the bar area of the restaurant. I worked 8+ hour shifts and past 2am. I worked most major sport events as well.

My tasks included handling cash and cards for guests, clean seating areas and bathrooms, keeping the store up to health department standards, communicating with guests and maintaining regulars, closing the store including specific cleaning tasks, and professionally serving drinks and food to guests.

MATT COLLINS, HR MANAGER (714)552-0672

### SERVER Olive Garden - October 2014 to June 2015

My tasks included serving large parties and working with other servers to ensure guest satisfaction, suggestive selling products, obtaining regular guests, serving wine professionally and suggesting wine pairings,