

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Carmen Theus
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Working Experience:

Company Name: FME Financial
Dates of Employment: Jan 2001 - April 2017
Job Responsibility: Secretary

- - Answering Phones
- - Appointment setting
- - Data Entry

Company Name: Carmore House
Dates of Employment: Sept 2014 - Aug 2015
Job Responsibility: Caregiver

- - Cooking
- - Cleaning
- - Administering medication
- - Appointment setting

Company Name: Pizza Hut
Dates of Employment: May 2007 - Sep 2008
Job Responsibility: Waitress / Cashier

- - Took orders
- - prepared drinks/meals.
- - served orders.
- - cashed customers in & out.

Skills

- - customer services skills
- - Office machine operations skills
- - good communication skills