

# CURTIS NORBY: 560 E King Street, Banning, CA | 951-423-6762 | [curtisnorby@yahoo.com](mailto:curtisnorby@yahoo.com)

## SUMMARY

To obtain a position within a company in which I can utilize the customer service skills that I have obtained through my work history to help increase production and sales. An ideal position would be with a company that offers paths to growth, in which I can develop new skills.

## EXPERIENCE

### **2016-Present: Head of House, Silent Valley Club, Banning, CA**

Responsibilities include: Greeting, seating, and serving restaurant customers. Maintaining a clean work environment. Completing inventory and assessing restaurant product needs. Cash handling. General food preparation. Assisting with planning upcoming events.

### **2011-2016: Refinisher, Kramer's Furniture Refinishing, Redlands, CA**

Responsibilities included: Restoring damaged or aged wooden furniture, cabinetry, appliances, and heirlooms to their original state. Completing accurate estimates for customers, including insurance claims. Traveling to customer's homes to complete in-home projects. Training new associates in the craft of refinishing. Ensuring that customers are satisfied with the finished project.

### **2008-2011: Student Worker, Theatre Assistant, Crafton Hills College, Yucaipa, CA**

Responsibilities included: Assisting the Technical Director with the building, painting, and designing of props, sets, lighting, and costumes for each seasons productions. Maintaining a clean and safe working environment. Performing Technical Theatre positions such as light and sound board operator.

### **2006-2011: Server/Host, Marie Calander's Redlands, CA**

Responsibilities included seating customers or assisting them with front counter sales, taking orders and delivering food promptly and accurately and maintaining clean and safe work environments.

## EDUCATION

2011 Crafton Hills College, currently no degree obtained

Awards: Outstanding Student in the Discipline of Theatre 2008, 2009

2006 Redlands High School, Diploma received

## REFERRALS

Kevin Palkki, Theater Technician: Crafton Hills College (909) 389-3298

Tom Bryant, Professor: Crafton Hills College (909) 389-3296

Jason Patterson, Former Co-worker, Marie Calander's (909) 528-5226