

Tiffany Riley

600 Embarcadero San Francisco, CA 94107
415-512-5199 ext. 837
tiffiriley570@gmail.com

WORK EXPERIENCE

Receptionist/Office Manager

Delancey Street Foundation

08/2015 - 06/2017

- Scheduled appointments.
- Answered telephones to direct calls or provide information.
- Greeted customers, patrons, or visitors.
- Filed documents or records.
- Responded to customer problems or complaints.

Shift Manager/Barista

Crossroad Cafe

08/2015 - 08/2017

- Processed sales or other transactions. Count money and make bank deposits.
- Issued money, credit, or vouchers. Reconcile records of sales or other financial transactions.
- Explained product information to customers and investigate and resolve complaints regarding food quality and service.
- Monitored food preparation methods, portion sizes.
- Coordinated assignments of staff to ensure economical use of food and timely preparation.

Auditor Specialist

R.G.I.S

01/2008 - 9/2012

- Assume primary responsibility for coordination of audit specifications.
- Validate appropriateness of deliverables supplied by internal business owners.
- Coordinate the corrective action plan process.
- Coordinate all logistics for on-site audits.

Human Resource Executive Secretary

Advanced recovery Mold & Fire Restoration

01/2007 - 12/2007

- Assisted the Executive Director of Administrative Services with a variety of responsibilities and special projects.
- Maintained calendar for the Executive Director of Administrative Services; schedules meetings as needed.
- Performed internal and external office communication: email, voicemail and miscellaneous written correspondence (to include general clerical responsibilities).
- Greeted and assisted students, staff and community in person and by telephone, in a courteous, professional, and friendly manner.
- Screened and routed incoming telephone calls.
Filed, made copies, made room reservations and other general clerical tasks.
- Received, sorted and distributed office mail.

Hotel Front Desk Clerk

Extended Stay America

01/2006 - 01/2007

- Greeted guests and patrons as they arrive.
- Asked for identification and ensure that the provided credentials are accurate.
- Answered queries regarding the hotel's services, charges, dining facilities, sports facilities and travel directions.
- Balanced cash at the end of the shift and generate accounting reports for the benefit of the next shift.

Education

G.E.D

2015

Acrobat

outsourcing

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First and Last Name: Tiffany Riley
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Phone number: 415-512-5199 ext 837

Working Experience:

Company Name: Delancey Street Catering
Dates of Employment: 7-2016 to 6-2017
Job Responsibility:

- Served Catering Events
- Served Food & Beverages
- Set up Hall & Took down Hall

Company Name: Delancey Street Private dining
Dates of Employment: 7-2016 to 6-2017
Job Responsibility:

- Set up Table
- Taking Food & Drink order
- Served drink and Food
- Corresponding with back of Restaurant

Company Name: _____
Dates of Employment: _____
Job Responsibility:

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Skills

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