

**Amber N. Yanez**  
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## **Work History**

*Amazon*  
*555 E. Orange Show Rd.*  
*San Bernardino CA*

Supervisor: Enrique  
Dates Worked: 01/17- Present  
Title: Warehouse ICQA  
Responsibilities:  
-Count merchandise  
-Make quality  
-Make rate  
Reason for leaving: Still there

*Best Western Heritage Inn Plus*  
*8179 Spruce Ave*  
*Rancho Cucamonga CA*  
*(909) 466-1111*

Supervisor: Frank Fales  
Dates Worked: 02/16-01/17  
Title: Front Desk Receptionist  
Responsibilities:  
- Greet guests as they walk in with a smile  
-Answer phones with a welcoming voice-Make reservations  
-Fax papers for guest  
-File important papers  
-Handle cash/credit card payments  
-Clean windows and floors as needed to keep the environment presentable  
-Update information to keep valid records for guests  
-Call rooms to make sure the guests are provided with what they need.  
-Greet guest for breakfast and make sure all the food is available for them  
-Inventory  
-Housekeeping if needed  
-Night Audit if needed  
-Breakfast host  
Reason for leaving: Full-time opportunity

*Extended Stay America Hotel*  
*601 W. Bonita Ave*  
*San Dimas CA*  
*(562) 244-6307*

Supervisor: April Martin  
Dates Worked: 5-12/ 2-15

**Title: Guest Service Receptionist**

**Responsibilities:**

- Greet guests as they walk in with a smile-Make Reservations
  - Answer phones with a welcoming voice and ask questions to know what they are interested in for a comfortable stay
  - Fax papers for guest
  - File important papers away
  - Handle cash/credit card payments
  - Put breakfast out for the guests and keep items stocked so the guests have what they need at all times
  - Clean windows and floors as needed to keep the environment presentable
  - Check rooms to make sure they are presentable for guests that check-in,
  - Make schedules for housekeepers so all the right rooms are ready for new guests that arrive
  - Update information to keep valid records for guests
  - Call rooms to make sure the guests are provided with what they need.
- Reason for leaving: Change of address**

**Macy's**

**Irvine Spectrum**

**714-418-7110**

**Supervisor: James Tucker**

**Dates Worked: 04-10/ 06-11**

**Title: Sales Associate**

**Responsibilities:**

- Cashier
  - Greet customers with a welcoming smile and ask if they need any help finding items
  - Go backs, to provide a clean organized shopping experience for the customers
  - Open and close register, count it to make sure all the correct money is in the drawer
  - Answer phones with a helpful and welcoming voice
- Reason for Leaving: Change of Address**

**Chuck E. Cheese**

**1900 E. Brea Canyon**

**Diamond Bar CA**

**909-861-7589**

**Supervisor: Evelyn**

**Date Worked: 09-09 / 04-10**

**Title: Cashier**

**Responsibilities:**

- Handle cash
  - Greet customers as they walk in and wish them a magical time and fun
  - Take orders, write it down and repeat it back to make sure they ordered everything they need
  - Suggest sell to better their prices and/or provide more for their money
  - Serve food quickly as possible so the pizza is hot and ready for the customer
  - Answer phones with a welcoming voice
  - Stock items as needed so the customers always have what they are offered
- Reason for leaving: Change of Address**

**Kohl's**  
**2229 Foothill Blvd.**  
**La Verne, CA 91750**  
**909-455-0687**

**Supervisor: Joe**  
**Dates Worked: 02-08/ 03-09**  
**Title: Sales Associate**  
**Responsibilities:**  
·Process Clothes  
·Cashier  
·Unload the Merchandise  
·Replenish as needed  
**Reason for leaving: School**

**Steak Corral**  
**501 N. Azusa Ave.**  
**West Covina, CA 91791**  
**626-332-7915**

**Supervisor: Mario**  
**Dates Worked: 01-05/01-06**  
**Title: Server**  
**Responsibilities:**  
·Write down orders and repeat it back to make sure i got the order correct  
·Cashier  
·Server food as soon as it is ready for the customer  
·Answer phones  
·Bus tables as needed to provide a clean environment  
·Stock food as needed to provide everything the customer is offered  
**Reason for Leaving: Graduated from High School and started College**

## **Education**

**West Covina High School**  
**2002-2006**  
**GPA: 3.5**  
**Graduated**

**Baldwin Park Adult Community and Education**  
**2007- 2009**  
**Massage Therapy Certificate**

## **References**

**Margarita Leon Phone Number: 626-347-4423**  
**Terry McAdam Phone Number: 949-290-2918**