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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