

Dzidzonu Djugba
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EDUCATION

Sonoma State University, Rohnert Park

Bachelor of Art in Women's and Gender Studies/Minor; Women's Health

May 2014

Coursework: Gender and Work, Contemporary Feminist Theory, Gender and Globalization, Elementary Nutrition, Gender, Race and Class

EXPERIENCE

La Mediterranee Catering

Event Lead/Lead Bartender/Server

- Food prep and setup
- Proper food care and event management
- Bar Set up and Breakdown

San Francisco, CA
May 2016-June2017

LogMeIn

Office Manager (Temp)

- Greet and direct guest, managed facility.
- Oversee and insure cleanliness of office space and common areas, Order all supplies and office up-keeps.
- Prepare office space for company meetings and department gatherings
- Manage vendor accounts and maintain relationships, organized events and corporate functions.
- Research and facilitate in company trips.
- Create an engaging and welcoming environment for employees.

San Francisco, CA

March 2016- June 2017

Bon Appetite at Twitter,

Front of House

2016

- Managed Kitchenettes
- Provided customer service to clients and guest
- Set up and break down lunch service
- Served food/assisting in meal preparation
- Catered parties/events

San Francisco, CA

August 2013-February

Global Gourmet Catering

Shift Lead

August 2012

San Francisco, CA

November 2011-

- Service and food handling
- Customer service to clients and guests/Event Assistance
- Set up and break down event prep

Trader Joe's*Crew Member,*

Berkeley, CA

May 2010-August 2013

- Provided excellent customer service
- Stocked and Unloaded trucks
- Maintained inventory and restocked the products
- Served as a cashier

Rialto Cinemas Cerrito*Floor Supervisor*

EL Cerrito, CA

August 2009-September 2010

- Prepared weekly inventory count reports.
- Monitored staff and provided assistance.
- Administered the opening and closing of establishment
- Multitasked between food service/prep and customer service

Career Group Temp Department*Receptionist/Administrative Assistant*

San Francisco, CA

December 2005-August 2009

- Provided administrative support to various bay area cliental
- Maintained heavy phone traffic
- Organized calendars and office objectives
- Filed documents
- Prepared memos/presentations
- Distributed department and staff mail
- Replenished offices supplies and inventory

SKILLS

- Proficient in MS office, word, Excel; Google docs, effective Internet research skills; proficient with both MAC and PC