

OBJECTIVE:

- To gain a catering position in a growing company that can allow me to grow with it, as well as utilize my previous work experience.

QUALIFICATIONS:

- Strong organizational skill; Pays close attention to detail
- Maintains polite customer service under pressure
- Highly motivated and dependable in achieving and setting goals
- Extremely sharp at assessing priorities
- Talent for seeing what needs to be done and doing it

EMPLOYMENT HISTORY:

Caterer

Nikki's Catering, Stockton, CA

July 2014 – May 2017

- Provided food services for clients
- Gave the best customer service to all clients at all events
- Cooked food and cleaned up after events
- Preformed multiple task at once while maintaining professionalism and high customer service
- Effective time management skills when cooking and timing all food properly as well as when to serve dishes
- Properly cleaned and stored away appliances and knives into appropriate areas

Housekeeping

Medline, Tracy, CA

January 2017-July 2017

- Learned specialized cleaning protocols in a medical setting
- Swept, dusted, and mopped surrounding areas
- Scrubbed bathroom and floors daily
- Took proper care of cleaning products and stored in appropriate areas.
- Ensuring that rooms and public areas are cleaned to the highest standards.
- Working closely with other housekeeping and maintenance staff.
- Following strict infection control policies.
- Creating a clean and safe environment for all.
- Regularly checking the status of all rooms.
- Changing the linens and making the bed properly.
- Using vacuum cleaners, floor polishers and carpet shampooers.
- Making sure that all cleaning equipment is maintained and stored away properly.
- Washing woodwork, windows, door panels and sills.

Cashier/ Sales Associate

Walmart, Stockton, CA

June 2012- December 2013

- Preformed multiple tasks in multiple departments including cashier, stocking, and customer service associate.
- Worked in the bakery and learned proper protocols and sanitary regulations
- Handled cash on a daily basis and problem solved when dealing with unhappy customers
- Maintained a polite demeanor when speaking with distraught customers
- Restocked shelves weekly
- Helped customers in need when looking for a certain item

EDUCATION:

High School Diploma, *Edison High School*, Stockton, CA