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## RUTH BURKE

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(213) 432-0059



LINKEDIN.COM/RUTHBURKE

OPENHANDSMINISTRIES.ORG

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### OBJECTIVE

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Highly skilled and personable  
woman seeks Front of House  
Position

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### SKILLS

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Love working with people  
Informative  
Friendly  
Smartphone & Tablet

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## EXPERIENCE

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### CASHIER/JAKEL'S SERVICE

2001 – 2005

Generated automotive Work Orders, operated electronic cash register, accepted credit/debit cards, answered phone, notified owners of completed repairs

### KITCHEN ASSISTANT/FLETCHER ALLEN HOSPITAL

1998 – 2000

Line Server, Tray Passer, Dishwasher

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## EDUCATION

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### ASSOCIATE OF ARTS, THEATRE ARTS

Los Angeles City College, 2019

Introduction to Acting

Intermediate Acting

Advanced Acting

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## VOLUNTEER EXPERIENCE OR LEADERSHIP

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Disaster Front Line Supervisor (volunteer) with the American Red Cross. Received General Services Award 2009