

Joseph David Chavez Jr.
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Summary:

Highly motivated with a passion for providing excellent customer service. Extremely skilled in verbal communication with good financial management techniques. I am seeking a position which requires strong communication, and customer service skills as well as an excellent level of overall organization. I am able to perform smoothly in a high pressure environment while remaining positive and pleasant to customers at all times.

Skills:

- Excellent customer service skills
- Organization and attention to detail
- Order adjustments
- Detailed order recommendations
- Food preparation and proper serving
- Ability to perform well under pressure
- Up selling skills
- Excellent cash handling skills

Work History:

July 2016-July 2017 **Commercial cleaner/** Euros Cleaners

- Apartment cleaning

June 2014-July 2016 **AM Crew Lead/** Non-Profit Organization Reno, NV

- Food preparation and cooking for 90-120 people
- Knowledge of safety, cleanliness and safe food handling measures
- Well-versed in using and maintaining all equipment in station correctly

January 2013- July 2014 **Inventory Clerk/** Fosdick Fulfillment Corp. Reno, NV

- Picking and packing of merchandise.
- Place orders to restock merchandise and handle receiving of all merchandise.
- Organizing stock in the warehouse.

January 2012- February 2013 **Server/** Village Inn Fort Collins, Co

- Provided high level service to the general public, with no complaints in the year worked
- Provided training and guidance to new staff members and less experienced food server
- Handled cash transactions, ensured that billing was accurate and counted back
- Served as shift supervisor when manager was absent

October 2010-January 2012 **Server/** Village Inn Aurora, Co

- Clean all work, equipment, utensils, dishes and silverware to ensure they are stored appropriately in accordance to state law
- Performed food preparation duties such as preparing salad, appetizers, and cold dishes, and prepared coffee for a fast paced kitchen
- Provided service on all shifts, both during the week and on weekends

Education

Part time student at CCSF

Studying Business Administration

3.0 GPA

West Mesa High School • Albuquerque, NM • Diploma