

## LETICIA NELSON

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### OBJECTIVE

Action-oriented; seeking an opportunity to utilize my skills in multiple fields such as food, customer services and future management. Also to develop strategic relationships in agencies, organizations and industry.

### SKILLS

- Positive Attitude
- Good communication and listening skills
- Excellent customer service
- Patient and persistent with people
- Team player and able to work independently
- Friendly and outgoing personality
- Fast learner and reliable

### WORK EXPERIENCE

#### Security/Staff

C.I.S.S Security Glendale, CA 09/2015-06/2017

- Secures premises and personnel by patrolling property
- Monitoring assigned areas and equipment
- Inspecting buildings to obtain safety and regulation
- Restraining trespassers

#### Server

Wose's Gourmet 11/2014-03/2016

- Greeting customers
- Ensuring that patrons have an enjoyable experience
- Providing quality customer service
- Taking orders, serving food and drinks
- Keeping table settings refilled/remodeled while in a neat manner

**Student Aid**

South Central Regional Center, Los Angeles, CA 06/2014-07/2015

- Kept photocopier log and making sure that the copier always had the proper amount of supplies.
- Responsible for taking faculty messages from students and distributing those messages to the proper faculty members.
- Assisted in maintaining student research materials and helping students to find specific research materials for projects outlined by faculty.

**Crew Member**

Mc Donald's, Los Angeles, CA 04/2013-09/2014

- Greeter customers on arrival
- Took orders and inform customers of new deals and upsizing option
- Cleaned and stocked customer eating areas and equipment
- Deliver orders to tables
- Transfer supplies and equipment between storage area and work areas
- Assisted in the kitchen as substitute when available
- Traced and maintained inventory

**REFERENCE**

Available Upon Request