

# Ceana Green

**Hard dedicated worker that will get the job done. I have excellent customer service that will make me great for any position.**

Vallejo, CA 94590

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I'm a very fast learner that can learn just about anything. I love people and to put a smile on their face. Me being in customer service for almost my whole life is a second nature to me and I really do enjoy it. I love to challenge myself to new things. I believe if you don't your skill set will not improve.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Crew Member

Cahee's Catering - Antioch, CA - 2006 to Present

- Help cook and prepare meals
- Cater to festivals, parties, churches, and weddings
- Serve the food to guests including appetizers, lunches and/or dinners, and desserts
- Set up booths for serving and sales of food
- Clean work area
- Rinse, Soap, and Sanitize dishes and workstation
- Wipe down counters, prep tables, and tables
- Sweep and mop the floors
- Set up tables and silverware for parties and weddings
- Take orders of customers providing customer service
- Familiar with cash handling procedures
- Run credit card swipes on phone and wrote out receipts to customers

### HOH

Buffalo Wild Wings - Concord, CA

Back of kitchen, cook, clean, make orders, work on a line, pull thraw, deck scrub, ect.

### Canvasser

Kirby Corporation - Concord, CA - July 2016 to July 2016

Go door to door advertising Kirby vacuum's, set up demo's, clean carpet, vacuum bed and coach's, shampoo rooms

### Shift Lead/Delievery Driver/CSR/Cook

Pizza Hut - Vallejo, CA - 2014 to July 2016

- Manage staff
- Take phone orders
- Delievery pizza to apartments, bussinesses, homes, and parks
- Clean work area
- Do dishes
- Make pizza's

- Fold boxes
- Train new and existing employees
- Prep food
- Handle money
- Provide great customer service
- Count inventory

### **Crew worker**

Monvera Glass Decor - Richmond, CA - October 2015 to December 2015

Clean glasses, print labels on bottles, make alcohol solution for cleaning, sweep floor, line up bottles, fold boxes, ect.

### **Crew Member**

Six flags - Vallejo, CA - 2014 to 2014

Cook and prepare meals

- Run a food line
- Clean dishes
- Set up tables and serving line
- Greet guest
- Check tickets
- Direct traffic
- Prep food
- Cater to thousands of guest
- Serve large quantity of food
- Change soda machines and ice buckets

### **Volunteer**

Secret Heart - San Jose, CA - May 2012 to June 2012

- Bag food for people in need
- Cleaned the floors and tables
- Helped organize, fold, and hang clothing
- Organized toys and books onto shelves and into bins
- Separate donated clothes, toys, shoes, etc.
- Handed out tickets to guests which allowed them to get needed items

### **Crew Member**

A&L Carpet Cleaning - Campbell, CA - June 2007 to 2009

Mixed chemicals to put into machines

- Helped clear out space
- Lifted and moved furniture and objects
- Operated machines and cleaned carpets

### **Crew Member**

Hot Dog Cart - San Francisco, CA - February 2002 to 2004

Helped promote the stand and brought in crowds

- Handed out samples to people passing by
- Helped take orders of customers
- Handled cash and put it in a safe box

## EDUCATION

Laney Community College - Oakland, CA  
2015

### General

Peoples High School - Vallejo, CA  
2013 to 2014

### High School Diploma in General

Vallejo Senior High School - Vallejo, CA  
2014

### General

Newark Memorial High School - Newark, CA  
2013

### General

Willow Glen High School - San Jose, CA  
2012

## ADDITIONAL INFORMATION

### SPECIAL SKILLS

- Hospitality skills
- Excellent Customer Service
- Familiar with food handling
- Good management skills
- Quick learner
- Work at a fast steady pace
- Promotion and sales experience
- Team management skills
- Communication skills

