

Maria Jones

7000 Orwood Rd. Brentwood, CA 94513 / C: 209-312-8403 / mj.jones839@gmail.com

CAREER OBJECTIVE

To pursue my career in a progressive and professionally managed organization, this will provide adequate opportunities and environment to draw upon my knowledge, experience and clear strengths for mutual benefits.

HIGHLIGHTS

>Knowledge in Microsoft Word, Excel and PowerPoint >Type 50 wpm >Supervisor
>Customer Service >Money Management >Reliable and Punctual >Quick Learner

EXPERIENCE

5/17-Present **Store Associate/Server**-Orwood Resort Brentwood, CA 925-634-6812

Store duties: Assist with RV camping and boating services, money management, inventory, stocking, light cleaning and maintenance, phone service, open and close facility

Server duties: Customer service, accurate order taking from guest to POS system, food runner, bussing, money management, card transactions, cash deposits, end of shift report and close facility

11/17-4/18 **Server**-Cheesecake Factory Pleasanton, CA 925-463-1311

Duties: Guest service, accurate order taking from guest to POS system, money management, card transactions, cash deposits, bussing, food runner and end of shift report

1/17-4/17 **Client Service Professional**-H and R Block Lincoln City, OR 541-994-6928

Duties: Assist clients with appointments for tax preparation, answer multi-line phone, returned calls to clients about concerns or questions with tax preparation, filing, appointment setting, light cleaning and open/close facility

2/17-4/17 **Hostess/Cashier**-Mo's Restaurant Lincoln City, OR 541-996-2535

Duties: Assist customers with seating, responsible for money management while completing transactions for customers paying for meals, taking accurate phone orders and accurately preparing phone orders for take-out

9/16-1/17 **Sales Associate**-Mini Pet Mart Lincoln City, OR 541-557-1911

Duties: Customer service, answer questions about product for animals, money management, cash deposits, stocking, inventory, supply ordering, cleaning and open/close facility

10/15-8/16 **Food Prep**-Hometown Buffet Turlock, CA 209-668-2172

Duties: Accurately follow recipes to make fresh salads and salsas and prep condiments for salad bar

11/13-8/15 **Team Leader**-Jack In the Box Turlock, CA 209-656-1845

Duties: Customer service, money management, supervise shifts, kept hourly log of food temps, deposits, prepare cash drawers for shift changes, stocking, inventory, deep cleaning, grill cook, fry cook, food prep, maintenance and open/close facility

5/13-11/13 **Crew Member**-Burger King Turlock, CA 209-668-3101

Duties: Customer service, money management, food prep, stocking, cleaning and open/closed facility

EDUCATION

2007 Maric College **Associate of Arts in Criminal Justice** Valedictorian GPA 3.75

