

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Derek Hartsink
Email: DCHartsink@a.com
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Working Experience:

Company Name: Dublin Kitchen
Dates of Employment: 2018 - 2019

Job Responsibility:

- Dishwashing
- Floor management
- Server

Company Name: Deets Coffee
Dates of Employment: 2014 - 2015

Job Responsibility:

- Barista
- Cashier
- Opening/closing store.

Company Name: _____

Dates of Employment: _____

Job Responsibility:

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- -
- -
- -

Skills

- Microsoft, excel, powerpoint
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Denae Hartsinck

Oakland, California

OBJECTIVE

To obtain a challenging position that will utilize my skills and experience in the customer service field.

SKILLS & STRENGTHS

- Excellent telephone presence and effective interpersonal skills.
- Knowledgeable in computer operations and applications.
- Proficient in Microsoft Office Suite: Excel and PowerPoint.
- Work well both as a member of a team and individually.
- Able to interact with a wide range of people.
- Prioritize workload and complete tasks.
- Take pride in performing efficiently in all assigned areas. Motivated to work competently without direct supervision in busy environment.
- Learn new skills rapidly.

EXPERIENCE

Telecom Inc. ~ Oakland, CA

Telemarketing Service Representative ~ 2016-2017

- Made outbound calls to obtain sales.

Peets Coffee ~ Corte Madera, CA

Barista ~ 2014-2015

- Created and served menu items.
- Followed store closing and/or opening procedures.
- Operated an electronic cash register system, completed monetary transactions, and maintained a balanced till.
- Greeted and communicated with customers in polite and respectful manner.

Barkley Funding ~ Dublin, CA

Junior Loan Officer ~ 2007-2009

- Performed cold calls to elicit potential borrowers.
- Prepared loans, communicated with banks.
- Built relationships with clients.

EDUCATION

GED ~ 2011
