

Diavian James
Phone: (408)-385-5342 Email: james.diavian589@gmail.com

OBJECTIVE

Young adult looking to gain experience in various environments

EDUCATION

Wilson High School 11/17 - Present

SKILLS

Computer Skills: Microsoft Word, Microsoft Powerpoint, Mac, PC

Strong communication, work well in individual/group settings, independent, reliable, patient

VOLUNTEERING EXPERIENCE

Santa Clara High School, CA

Volunteer: 9/01/14

- Completed register operations
- Provided friendly services to customers

Good Karma Bike Shop, CA

Volunteer: 1/16-2/16

- Organized/cleaned equipment
- Set up appointments for clients
- Implemented janitorial services as needed

Sunnyvale Art & Wine Festival, CA

Paid Volunteer: 6/2/18

- Recognized by owner for strong work ethics
- Presenting food to customers
- Communicated clearly with co-workers and management clearly
- Handle currency and credit transactions quickly and accurately
- Followed procedures for safe food preparation, assembly, and presentation

EXPERIENCE

L&L Hawaiian BBQ, Santa Clara CA

Cashier: 1/16-4/16

- Interpersonal communication skills
- Telephone etiquette
- Responsible for stocking empty merchandise
- Janitorial services

McDonalds, Sunnyvale CA

Crew Member: 6/17-9/17

- Presented meals
- Coordinated with team members
- Worked in the Drive-Thru
- Restock merchandise when empty
- Serve customers accordingly at table

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McDonalds, Santa Clara CA

Crew Member: 9/17-3/18

- Presented meals
- Coordinated with team members
- Worked in the Drive-Thru
- Restock of merchandise
- Serve customers accordingly at table