

JOEY MANSFIELD

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Work Experience

SHARP AMBULANCE BILLING 916-847-1864

Data Entry Clerk • June 2015 - Present

As a data entry clerk my duties are to review and process ambulance patient care reports into a database, check for patient insurance eligibility, and bill the appropriate payers.

CARRIE DOVE CATERING 650-636-6119

Server • Feb. 2019 - June 2019

As a server for Carrie Dove Catering my duties included the setup of dinning tables, buffets, and bars at various venues; passing hors d'oeuvres, dinner service, bussing; breaking down and loading equipment into a truck. My top priority was ensuring guests and clients had a stress-free and enjoyable experience.

SWEET ADELINA BAKESHOP 510-985-7381

Barista/Sales Clerk • Oct. 2012 - June 2015

My duties at Sweet Adeline included greeting customers, preparing espresso drinks, managing a cash drawer, assisting in the preparation of baked goods, and maintaining a well stocked and presentable pastry display. Bussing tables. Cleaning and closing duties.

ARTIST TECHNICAL ASSISTANT

Aug. 2011 - Jan. 2012

As a technical assistant for artist Cory Hitchcock, I helped with video editing, animating, and other computer graphic manipulations for her show, "Double Radiance."

BERKELEY CITY COLLEGE TEACHING ASSISTANT

Movies & Multimedia • Feb 2011- July 2012

The Movies & Multimedia class was designed to promote an understanding of team work in a multimedia production. Students from various multimedia backgrounds (cinematographers, sound designers, editors, and graphic artists) form a production team and utilize their strengths to create a short film. I worked closely with members in each team, lectured on the phases of team development, and guided discussions.

NETWORK AWESOME

Video Producer/Intern • June 2011 - March 2012

Network Awesome (networkawesome.com) is an internet based television station that curates selective video content from the vast database of YouTube and compiles it into shows that air daily. I produced over 90 interstitial videos to promote upcoming events and shows on the network.

LANESPLITTER PUB & PIZZA

Server/Bartender/Host/Busser • May 2007 - Aug. 2008

My duties at Lanesplitter included greeting customers, organizing and maintaining a seating wait list, bussing tables, serving food, beer and wine, operating an Aloha POS system, managing a cash drawer, assisting in the daily opening and closing duties of the restaurant, and the daily cleaning and stocking.

CHEZ LULU

Bartender/Server • Feb. 2004 - March. 2007

My duties at Chez Lulu were preparing and serving all drinks for the bar and tables, maintaining an extensive knowledge of the drink and menu items, and presenting wines to tables. Further duties included greeting and seating customers, operating a POS system, managing to-go orders, relieving servers when business was slow, managing the cash drawer, and stocking, ordering, and sustaining alcohol inventory for the restaurant.

Education

A.A., BERKELEY CITY COLLEGE 2011

References

Barry Christian 916-847-1864
Employer at Sharp Ambulance Billing

Aimee Fabbri 650-636-6119
Carrie Dove Catering

Jennifer Millar 510-985-7381
Employer at Sweet Adeline Bakeshop