

Leffié L. Martin Jr.

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Leader with experience in a wide variety of industries including entertainment, customer service, office administration, and food service. Known as an expert relationship builder with all types of people in a variety of environments. Capable of adapting and overcoming any adverse situation.

MAIN SKILLS Customer Service | Clerical Duties | Training | Promotion & Marketing | Event Management | Networking | Zoom | Microsoft Teams | Microsoft Word

CAREER SUMMARY

UC Davis, Davis, Ca Latitude Dining Hall- Dishwasher/Utility | September 2023-December 2024

- Bring all dishware to proper area for cooks servers serve food in a timely fashion
- Communicate with chefs to bring proper dishware to stations when needed.
- Keep supplies such as gloves, napkins, cups, silverware stocked up for service.
- Keep dishware organized for when it needs to be sent out.

The Service Companies-Davis, Ca Segundo/Latitude Dining Hall-Dishwashing Utility | September 2021-Feb 2023

- Brought all dishware to the proper area so cooks and servers could serve food in a timely fashion.
- Coordinated with head chefs on what dishware to bring to certain stations for special occasions.
- Kept the dishware organized for when it needed to be sent out.

DealerTrack-Sacramento, Ca Administrative Assistant | June 2021-August 2021

- Scanned documents for the DMV, ensuring information was correct to be mailed off.
- Helped other departments file documents away

Catholic Diocese-Sacramento, Ca Data Entry Clerk | March 2021-June 2021

- Inputted people's detailed information in the system.
- Ensured that people's checks are correct so they can be mailed off.

Covered California-Sacramento, Ca Customer Service Rep | July 2020-February 2021

- Answered phones and helped them with getting insurance
- Solved problems with people accounts, making sure it stayed up and running.

GCG ENTERTAINMENT - Sacramento, CA Administrative**Assistant | February 2020-May 2020**

- Investigated potential venue spaces for events and presented best options to the CFO of the company.
- Created and maintained records of events and potential venue spaces for future promotions.
- Networked and built connections with local Sacramento residents and businesses to promote the company and foster mutually beneficial relationships in the community.

ACCOMPLISHMENT

- Established and set up the brand new Sacramento office as the first Sacramento team member.

MIDICI- Sacramento, CA Sous Chef/Bartender | AUG. 2019-NOV. 2019 (part-time)

- In charge of dressing pizzas and salads up to superior customer satisfaction standards.
- Consistently set up the back of the house for success by thoroughly stocking up supplies for next shifts.
- Assisted with bookkeeping as occasionally requested by management.

ACCOMPLISHMENTS

- Proposed marketing and advertising opportunities to management to assist in drawing in a larger customer base, including setting up a delivery system, which is successfully operating today.
- Proposed drink menu of bartender's specials, and created the first drink on the menu – The Hagen Effect.

VOLT WORKFORCE SOLUTIONS (Apple, Inc) –Sacramento/Elk Grove, CA Warehouse Associate | DEC. 2018-JUNE 2019 (temporary)

- Diagnosed and repaired selective parts of iPhone Xrs that were sent in for replacement.
- Was promoted multiple times to address and repair multiple parts for the iPhone X.

- Selected to train others on part installation for necessary iPhone hardware.

**CRUNCH FITNESS –San Francisco, CA
Membership Advisor | FEB. 2018-MAY 2018**

- Maximized sales of membership and personal training packages by promoting the benefits of being a member.
- Gave customized tours of the gym and advised current and potential members on choosing personal trainers and classes to work towards maximizing their abilities.
- Dependably ran the front desk as primary point of contact with the general public.

GAMESTOP –Berkeley, CA Guest Associate | AUG. 2017-JAN. 2018

- Managed promotional game launch events and ensured smooth running of the store.
- Prioritized attaining knowledge of the latest gaming systems and accessory software to better advise and improve customer relations.
- Utilized attention to detail for organization of inventory to provide best appearance and facilitate more successful transactions.

MISSION BOWLING CLUB – San Francisco, CA Front Desk Coordinator | JAN. 2017-SEPT. 2017

- Collaborated with owners and staff to carry out promotional events.
- Assessed, troubleshoot, and repaired on-site machinery as necessary.
- Entrusted to handle all cash and card transactions by hand and consistently accounted for all monies at end of shift.

**THE SAN FRANCISCO DUNGEON – San Francisco, CA
Actor | JULY 2016-MAR. 2017**

- Memorized multiple character roles and performed a variety of short scenes on a timed 8 minute schedule.
- Consistently performed engaging shows every 15 minutes for groups of 2 – 32 guests.
- Frequently called upon to perform multiple character roles within the same tour show.

THE CONDOR – San Francisco, CA Performance Artistic Director/Bartender/Bar Back | JAN. 2013- JUNE 2014

- Artistic director, creative director, and lead in designing, running, and performing quarterly shows.
- Supported the bartenders and serving staff by facilitating communication with the back of house, resulting in well-informed and smooth running operations.
- Trusted to independently fully stock bar for the evening without supervision and first choice as substitute bartender when regular bartenders were not available.

EDUCATION

South Suburban College – South Holland, IL | Drama (Theatre)

Academy of Art University – San Francisco, CA

TECHNICAL SKILLS

MS Office Suite – Word, Microsoft Teams, Zoom,
PowerPoint, Outlook, Avid video editing.