

# Tamokia Hadley

9206 Hillside St, Oakland, Ca 94603

Tamokiahadley@yahoo.com

Ph: 5107769729

## Professional Summary

Friendly and enthusiastic server with 15 years of specialization in franchise restaurant's. Able to learn new tasks quickly and proficient in growing key customer relationships. Represent establishment with friendly, professional demeanor at all times.

## Skills

- Clerical
- Food Production
- Sales and Marketing
- Computers and Electronics
- English Language
- Judgment and Decision Making
- Critical Thinking
- Customer and Personal Service
- Telecommunications
- Management of Material Resources
- Management of Financial Resources
- Active Learning
- Reading Comprehension
- Complex Problem Solving
- Coordination

## Experience

### *Server*

*Feb 2017-Present*

### *Chili's Too*

*Oakland, CA*

- Monitor food distribution, ensuring that meals are delivered to the correct recipients and that guidelines, such as those for special diets, are followed.
- Remove trays and stack dishes for return to kitchen after meals are finished.
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- Prepare food items, such as sandwiches, salads, soups, or beverages.
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- Total checks, present them to customers, and accept payment for services.

### *Housekeeper*

*Feb 2007-Jul 2016*

### *Salem Lutheran Homes and Rehabilitation Center*

*Oakland, CA*

- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met.
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- Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Prepare rooms for meetings and arrange decorations, media equipment, and furniture for social or business functions.







- Notify managers concerning the need for major repairs or additions to building operating systems.

## **Education**

*San Leandro High School*

*San Leandro, CA May 1999*

- GPA 3.68
- Study Economic and Physic
- Management



