

Chelsea Fuentes

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WORK EXPERIENCE

Genesis Janitorial Services,

Los Angeles CA

(10/2020) - Present

Custodial Service Assistant

- Keep an organized and detailed inventory of cleaning supplies, restock supplies to ensure they are available for use.
- Disinfect each home and space and ensure top cleanliness. Making sure all trash cans are emptied and floors are mopped away of dirt.

Moskatels, Los Angeles CA

(11/2019)- (3/2020)

Cashier/Sales Associate

- Greet incoming customers and assist them if needed.
- Organize items on shelves and restock if needed.
- Take customer payments and bag their items carefully.
- Help customers take their purchased items to their vehicles.

Frymadness, Los Angeles CA

(03/2019)- (10/2019)

Server/Bartender

- Greet guests with a positive attitude and seat in a timely matter
- Take orders and make drinks for each guest/input in POS system
- Make sure all silverware is polished and clean
- Check on all guests dining and make sure they have everything they need to make their experience better
- Answer any questions guests might have about the menu or our establishment

Meizhou Dongpo, Universal Citywalk

(05/2017)-(03/2019)

Hostess/ Server

- Greeted guests and provided a positive impression of the establishment
- Answered any questions guests might have with efficiency and knowledge
- Responsible for all to-go orders for the establishment
- Good memorization of the menu as well as daily specials

- Well acquainted with POS systems
- Held accountable for customers needs and satisfaction

Adecco GSX, Santa Monica

(06/2016)-(10/2016)

Store operator

- Did thorough inventory checks using mobile devices while responsible for daily shopping tasks.
- Worked closely with supervisors to perform product checks and feedback.
- Trained in frequently rotating locations and used to new working environments.
- Efficient in troubleshooting problems and responding well with feedback.

QUALIFICATIONS/SKILLS

- Well organized with great communication skills.
- Work well in team environments or when working alone.
- Capable of critical thinking and coming up with creative solutions
- Fluent in Spanish and English
- Outgoing and always willing to learn and improve

EDUCATION

Augustus F. Hawkins High School, Community Health Advocates School

Graduation Year 2016

Volunteer Experience

Tabernaculo Biblico Bautista Amigos De Israel

- Supervised groups of small children in constructing small arts and crafts.
- Read stories and help prepare snacks for multiple groups
- efficient in setting up areas for large parties as well as cleaning up after.