

Jazmine Montoya

EXPERIENCE

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10715 Elliott ave El Monte , CA, 91733

EDUCATION

VENICE SKILLS COMMUNITY
Venice , CA

High School Diploma (Jun 2007)

SERVER / BARTENDER

Tgifridays , Rosemead , CA / Jul 2017 - Present

Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

- Collect payments from customers.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Check patrons' identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
Present menus to patrons and answer questions about menu items, making recommendations upon request. Stock service areas with supplies such as coffee, food, tableware, and linens.
- Prepare checks that itemize and total meal costs and sales taxes.
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- Take orders from patrons for food or beverages.
- Make drinks for the bar area as well as restaurant.
 - Pour beer and make mixed cocktails.

Explain how various menu items are prepared, describing ingredients and cooking methods.

MERCHANDISER

Macys , Montebello , CA / Aug 2015 - Oct 2017

- Take inventory or examine merchandise to identify items to be reordered or replenished.
- Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.
- Answer customers' questions about merchandise and advise customers on merchandise selection.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Receive, open, unpack and issue sales floor merchandise.
- Stamp, attach, or change price tags on merchandise, referring to price list.

CUSTOMER SERVICE REPRESENTATIVE

Extended warranty call center , Duarte, CA / Mar 2014 - Dec 2014

- Deliver prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or service or to make a donation.
- Explain products or services and prices, and answer questions from customers.
- Obtain customer information such as name, address, and payment method, and enter orders into computers.
- Record names, addresses, purchases, and reactions of prospects contacted.
- Adjust sales scripts to better target the needs and interests of specific individuals.

REFERENCES

References available upon request