

# 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.
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- 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