

Jason Coles-Bennett

Long Beach, CA 90805

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Experienced in general office principles, practices, and procedures. Proficient in MS Office: Excel, Word, PowerPoint, Access. Detail oriented, proficient organizer with the ability to delegate and train others. Knowledge of diverse cultures. Team player with emphasis on quality.

Work Experience

Server

Buffalo Wild Wings - Carson, CA

June 2022 to Present

moving to the valley, looking for better opportunity's.

Actor

Momentum Talent Agency - Hollywood, CA

January 2013 to December 2021

- Worked/Acted on many Movie and Television sets
- Work effectively on a team, synthesizing facts and ideas, coordinating events and operations, and solving problems. Took initiative in evaluating opportunities and in establishing relationships.
- Very strong commitment to developing a career in the entertainment industry .
- Work as an individual contributor performing independent tasks at appropriate times, but can be a motivating team player. Achievement oriented.

Customer Service Representative/Clerk

WIC Healthcare - Gardena, CA

January 2015 to December 2018

- Answered incoming calls average 60 per day resolving issues with customers and billing department.
- Contracted numerous insurance companies and Medicare.
- Utilizing insurance codes, updated patient's account files.
- Kids Summer Camp Counselor

Ref.. Denise Adams (Manager) .. 310 429-9993

Server

Chill's Bar & Grill - Bellflower, CA

June 2013 to January 2015

- Welcoming and sitting diners comfortably in the dining section
- Taking customers' food and drink orders
- Collaborating with the kitchen and bar staff for prompt and correct delivery of orders
- Memorizing the menu and recommend appetizers, meals and drinks from restaurant wine stock
- Delivering a memorable dining experience by resolving all customer issues promptly

- Assisting with the tidying of tables, clearing leftovers and keeping the dining area neat and pleasant
- Setting tables and rearranging the dining area to accommodate larger groups and prepare the restaurant for special events

Ref .. Gwen Jhonson (Manager) 310.702.3331

Customer Rep

Knott's Berry Farm - Buena Park, CA

January 2011 to December 2013

- Answering guest problems and bettering relations to the park
- Keep park operations moving smoothly involving guest relations Easily establish rapport with people of all ages, cultures, and beliefs.
- Earned a reputation as a valuable and cooperative coworker by: being fair, honest, and willing to help others when needed; effectively resolving conflicts at appropriate times; and assisting new managers and other staff to become familiar with policy and operations.

Lifeguard

Primm Memorial Pool - Gardena, CA

May 2010 to August 2010

- Monitor and supervise designated swimming areas
- Teach Youth Swimming Lessons

Dedicated to meeting the individual needs of children using creative, engaging methods.

Education

High school diploma

Lakewood High School

2012

Acting and Psychology

Long Beach City College

Skills

- Microsoft Office
- Conflict management
- Medicare
- Event planning
- Customer service
- Microsoft Powerpoint
- Guest relations
- Microsoft Excel
- Cashiering
- Stocking
- Communication skills

- Organizational skills
- Experience with children
- Restaurant Experience
- Guest Services
- Public Speaking
- Host/Hostess
- Cash Handling
- Writing Skills
- Marketing
- Social media management
- Lifeguard
- Swimming
- Mental Health Counseling
- Individual / Group Counseling

Languages

- English - Expert

Certifications and Licenses

Lifeguard Training

Licensed Psychologist Credentials

CPR Certification

Additional Information

Peoples Person and Team Player