

# Jason Coles-Bennett

Long Beach, CA 90805

[psimjason@hotmail.com](mailto:psimjason@hotmail.com)

+1 562 303 8884

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