

MARIA MATUSCHKA

806 San Luis Road
Berkeley, CA 94070
mariama.matuschka001@mymdc.net
305-934-4152

EDUCATION

Miami Dade College, Miami, Florida

Major in Business Administration, May 2013

San Francisco School of Bar tending, San Francisco, CA, July 2006

WORK HISTORY

Server, The Cheesecake Factory, Fort Lauderdale, Fl, April 2011 - July 2011

- Memorized over 200 menu items complete with menu name, ingredients and taste to help guide guests
- Delivered beverages, appetizers, entrees and desserts in accordance to timeliness standards to ensure product quality and a positive guest experience
- Maintained clean work station and completed all shift side-work
- Balanced shift total and submitted to the appropriate parties at the end of each shift

Market Research Analyst\Office Assistant, Poeson Productions, Miami, Fl,

July 2011 - July 2012

- Contacted business' and events' spokespersons for information about renting space to sell product at their venue comparing fees and projected sales
- Created Business Biography and Price Sheet to attract and inform customers
- Maintained a clean work area while establishing relationships to promote return clientele