

# MARIA MATUSCHKA

806 San Luis Road

Berkeley, CA 94070

[mariama.matuschka001@mymdc.net](mailto: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