

Friday  
5/4/12 @ 10:00 AM

Yvette Cooley  
6260 San Ramon Way  
Buena Park, CA 90620  
714) 443-1403

### **Profile**

Ability to learn new tasks quickly. Well rounded background in food service industry. Capable of working in a fast paced environment and multi- tasking while completing each job in a timely manner. Well traveled background with the communication skills to understand and be receptive to peoples requests. Very people oriented.

### **Employment History**

- Server, Turnip Rose Catering Company, Costa Mesa, California 2006-2010

Catered to guests during wedding receptions, corporate parties and special events. Responsible for guiding and welcoming guests to the facilities. Accommodated the guests by providing unconditional service and attention to detail. Made sure their requests were met through the whole course of the events . Completed numerous assignments before and after each event: setting up for buffets, organizing food service areas and assembling tables for the guests.

- Sales Associate, Gelatissimo. Surfers Paradise, Australia 2008

Introduced customers to the new experience of eating Italian gelato as an alternative to traditional icecream. Offered samples of the varieties of ice creams available, took their orders, prepared new tubs for presentation to the guests while providing excellent customer service.

- Server, Pirates Adventure, Buena Park, California 2005-2006

Responsible for each guest having an exciting experience while participating in an interactive dinner and dance show. Served their meals in a fast paced environment while participating in the show and inviting the guests to sing along as well. Responsible for setting up and clearing our assigned sections in order to prepare for the next show.

- MSI International, La Mirada, California 2004-2005

Conducted telephone surveys to accomplish quota daily. Sustaining a professional disposition when interviewing, to conduct a swift, intriguing and personalized review. Reported to companies their customers satisfaction with their products and how they could better improve them by requesting their opinions and entering them into a computer data base.

### **Education**

- California State University of Long Beach –International Studies and Political Science 2005-Present
- Griffith University, Gold Coast Campus. Queensland, Australia –International Studies and Political Science 2008
- John F. Kennedy High School, La Palma California 2001-2005