

Scott L Robinson

Orange, CA 92867

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Experience **8/2010- Current** **El Fuego Fiasco** **Costa Mesa, CA**

**Food Assistance
Duties**

Food Prep
Food Service
Set up and breakdown of event site

Experience **8/2010- 4/2011** **Shoe Retreat** **Gaithersburg, MD**

**Floor Supervisor/Manager
Duties**

Performed all closing duties, including reconciliation of cash registers
Handled all customer service inquiries and returns
Supervised sales staff
Helped in the creation of visual displays
Helped in the proper handling of incoming and outgoing shipments in order to reduce loss

Experience **9/2006-7/2009** **National Chiropractic Council** **Santa Ana, CA**

**File Clerk, Mail Man
Duties**

Position necessitated a high level of confidentiality and professionalism.

Copying, filing, mailing preparation of UPS and Federal Express using various computer skills including Microsoft Office (Word, Excel, PowerPoint, Outlook)
Maintain renewal and cancelation notices for insurance participants, which included running monthly reports.
Prepare folders and various materials for weekly seminars
Delivery of litigation papers to county clerk, court, and attorneys

Education

Rancho Santiago College 2011-2012
Costa Mesa High School graduated 2006