

Scott L Robinson

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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		
	<i>Position necessitated a high level of confidentiality and professionalism.</i>		
	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