

Brittani Santistevan

Motivated to achieve higher goals

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WORK EXPERIENCE

Assistant Manager/Hostess/Cashier

Sakura Hibachi and Sushi - Littleton, CO - March 2014 to Present

Responsibilities

Get restaurant ready for the day (making sure everything is set up and ready to go), Balance the drawer, reply to online reservations, make change, run credit cards, greet and seat customers, print out servers report and figure out what everyone would get tipped for the day, make sure customers are satisfied with our service, assign side work to employees at the end of their shift

Accomplishments

further advanced my math skills

Skills Used

Math, multi-tasking, customer service, time management, problem solving, communication, strong people-person skills, working in a fast-paced environment

Day Program Supervisor

Las Animas County Rehab Center - Trinidad, CO - April 2013 to February 2014

Responsibilities

Help change consumers, keep consumers entertained, transport consumers to doctor/ dentist appointments, keep daily log of what each consumer did every day on the computer

Accomplishments

Built friendships with consumers, improved on my interpersonal skills

Skills Used

Interacting with mentally disabled people, patience, ability to lift 50 #'s or more, creativity

Home Caregiver

Alta Vista - Trinidad, CO - August 2012 to March 2013

Responsibilities

Clean clients home, take client to where ever they desired, help with ADL's (activities of daily living)

Accomplishments

Built friendships with clients

Skills Used

Have the ability to lift 50 lbs or more, communication, interpersonal skills, cleanliness

Hostess/Busser

HuHot Mongolian Grill - Colorado Springs, CO - December 2011 to April 2012

Responsibilities

Greet and seat customers, Pre-buss tables, buss tables, set up restaurant before it is time to open, take to-go orders via phone, take reservations down

Accomplishments

Built friendships with co-workers

Skills Used

Time management, work in face-paced environment, customer service, problem solving

Cashier/Customer Service

Safeway - Trinidad, CO - September 2010 to June 2011

Responsibilities

Handle money, make change, stock shelves, count tobacco products at the beginning of the day and at the end of the night, balance drawer, keep area clean, clean pumps outside, pick up flying debris outside, keep restroom clean

Skills Used

Time management, work in face-paced environment, math, customer service, leadership

Waitress/Hostess/Busser

Trinidad Diner - Trinidad, CO - June 2010 to September 2010

Responsibilities

Greet and seat customers, take orders, deliver food, pre-buss tables, take to-go orders, stalk dressings, set up tables

Skills Used

Math, time management, work in fast-paced environment, customer service

Hostess/Busser

Black Jack's Saloon and Steakhouse - Trinidad, CO - February 2009 to April 2010

Responsibilities

Greet and seat customers, take drinks to table, clean restrooms, wash napkins, fill up peanut buckets, make sure everything is stocked, buss tables

Skills Used

Work in fast-paced environment, time management, customer service

Cashier/Sandwich Maker/Cook

Wendy's - Trinidad, CO - August 2005 to May 2009

Responsibilities

Stock everything, handle money, take orders, make sandwiches, cook meat, wash dishes, keep dining area clean, wipe down trays

Skills Used

Math, time management, work in fast-paced environment, customer service

EDUCATION

High School Diploma in Basics

Trinidad High School - Trinidad, CO

2005 to 2009