

Cathelena C. Duran

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WORK OBJECTIVE

To obtain employment with a well-established organization where I am able to fully utilize my skills and have the opportunity to grow.

WORK EXPERIENCE

Old Chicago - Denver CO

Waitress

- Obtaining the guests needs 10/11- Present
- Following steps of service
- Knowing the items we sell; suggestive selling
- Engage with guests

Hostess – Aurora CO

06/07-07/09

- Guest services
- Seating to server rotations
- Responsible for to-go orders
- Keeping the entrance looking clean and neat for guests

Super Target - Brighton, CO

Sales Floor

11/10-10/11

- Assist each and every guest
 - Keep appearance of the store clean
 - Setting sales floor Planograms
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EDUCATION

Community College of Denver

Summer 2009

General Studies

In progress

TECHNOLOGY

- Computer: Microsoft Word, Excel, Power Point and internet literate
- Typing 50 wpm

WORK TRAITS

- Assertive, self-motivated, goal-oriented, organized and efficient
- Flexible, diligent, team player and reliable
- Great work ethic
- Strong customer skills

REFERENCES

Erin Mariano, General Manager
Old Chicago
1280 S. Colorado Blvd.
Denver, CO 80246
(303) 753-0824

Johnny Hampton, General Manager
Old Chicago
16690 E. Illif Ave.
Aurora CO
(303) 388-0144

Nicole Glaser, Team lead
Super Target
2171 Prairie Center Pkwy.
Brighton, CO 80601
(303) 219-9055