

Karina Chavez

1442 Terry St
Longmont, CO 80501
720-737-2273
karinachavez1991@gmail.com

WORK EXPERIENCE

Waitress/Server, Los Gallegos; El Paso, TX Nov 2009 - Apr 2010

- Greet guests and seat them at tables or in waiting areas.
- Operate cash registers to accept payments for food and beverages.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problem.
- Roll silverware, set up food stations or set up dining areas to prepare for the next shift.
- Remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
- Perform food preparation duties such as salads, appetizers, and brewing coffee.
- Perform cleaning duties such as sweeping and mopping floors, vacuuming carpet, taking out trash and typing up server stations.
- Fill salt, pepper, sugar, cream, condiment and napkin containers.

Parts Inspector, PTA Plastics/The Job Store; Gunbarrel, CO Apr 2011- Jul 2011

- Inspect plastic parts for defects or burns.
- Cut any extra plastic parts off.
- Stamp any labels or stickers that belong on the part.

Babysitter, at Home; Longmont, CO Sept 2012 - May 2013

- Maintain a safe play environment.
- Dress children and change diapers.
- Assist in preparing food and serving meals and refreshments to children.
- Perform housekeeping duties, such as laundry, cleaning, dish washing, and changing of linens.
- Help children with homework and school work.

Budtender/Manager, Options Medical Center; Boulder, CO May 2013 - Jan 2016

- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Interview and hire staff, and oversee staff training.
- Maintain records of goods ordered and received.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Resolve customer complaints regarding sales and service.
- Determine price schedule and discount rates.
- Monitor customer preferences to determine focus of sales efforts.
- Greet customers and ascertain what each customer wants or needs.
- Describe merchandise and explain use, operation, and care of merchandise to customers.

- Answer questions regarding the store and its merchandise.
- Inventory stock and requisition new stock.
- Used MJ Freeway as POS.

Assistant, Creative Hair; Longmont, CO Jan 2016 - Aug 2016

- Keep work stations clean and sanitize tools such as scissors and combs.
- Schedule client appointments.
- Operate cash registers to receive payment from clients.
- Clean and polish furniture and fixtures.

Bartender/Cashier, Chuburger; Longmont, CO Aug 2016 - Aug 2017

- Greet customers entering establishments.
- Check identification of customers to verify age requirements for purchase of alcohol.
- Take beverage orders from serving staff or directly from patrons.
- Serve wine, and bottled or draft beer.
- Collect money for drinks served.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Clean glasses, utensils, and bar equipment, work areas and tables.
- Stock bar with beer, wine, liquor, and related supplies such as ice, glassware, napkins or straws.
- Mix ingredients such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks.
- Maintain blend and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Supervise others and provide on-the-job training.

Production/Lead, Wana; Boulder, CO Aug 2017 - Nov 2018

- Perform quality checks on products and parts.
- Rotate through all the tasks required in a particular production process.
- Determine work assignments and procedures.
- Complete production reports to communicate team production level to management.
- Maintain production equipment and machinery.
- Supervise assemblers and train employees on job procedures.
- Train workers in food preparation, and in service, sanitation, and safety procedures.
- Observe and evaluate workers and work procedures to ensure quality standards and service, and complete disciplinary write-ups.
- Assign duties, responsibilities, and work stations to employees in accordance with work requirements.
- Enforce safety and sanitation regulations.
- Conduct employee training in equipment operations or work and safety procedures, or assign employee training to experienced workers.
- Keep records of employees' attendance and hours worked.

EDUCATION

Boulder Prep High School, completed coursework towards High School Diploma — 2011

SKILLS

- Bilingual, I speak and read Spanish and English.
- ServSafe Food Handler Certified
- ServSafe Alcohol Certified
- Took 95% of the HACCP training course
- Great customer service.
- Work very well with others.
- Always try my best at what I do.
- Experience with leadership skills.