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Jacqueline Chavez

SKILLS

- Excellent written and oral communication skills
- Organized and detail oriented
- Ability to multitask and prioritize
- Skilled in MS Office, MS Excel and Outlook
- Positive, friendly, and resourceful
- Bilingual: English and Spanish
- Eager and ready to learn new things

EXPERIENCE

Bon Appétit (Google), San Jose – *Front of House*

May 2022 – PRESENT

- Creating and maintaining seating arrangements clean
- Communicating any dietary restrictions or special request to servers
- Maintaining everything stocked up so that the users have utensils available
- Being able to give great hospitality

VA Hospital, Palo Alto – *Transporting patients/ Stocking Hygiene*

June 2016 – July 2017

- Greeted Patients/Transported patient to their car
- Stocking Hygiene products for every department in the hospital
- Verified proper hygiene was used when dealing with patients

Stanford Bookstore, Palo Alto – *Retail*

November 2018 – May 2019

- Cashier
- Customer Service
- Greeting/ assisted in merchandise
- Stocking products

Amazon Fulfillment , Palo Alto – *Package orders*

May 2020 – July 2022

- Fulfilled grocery orders
- Receiver/ Stocking inventory

SJB Child Development Center , Palo Alto – *Teacher Assistant*

September 2021 – May 2022

- Prepared classroom equipment and instructional materials for lessons
- Instruct students in proper classroom procedures and behavior
- Worked with kids age group: Infants 18 months to Kinder

EDUCATION

Henry Gunn High School, Palo Alto – *High School Diploma*

August 2015 – May 2018