

Jose A. Ramirez Argueta

JOB OBJECTIVE

Server Assistant

COMPUTER SKILLS

Microsoft MS Word, Excel, Power Point, Access

Adobe Acrobat Reader, Photoshop, Image Ready & Macromedia Dreamweaver, Fireworks, Flash

WORK EXPERIENCE

2006-2008 Les Joulins Jazz Bistro

Server Assistant

Provides high quality of service to customers and tourists who visit the restaurant for dining and jazz music experience.

Gained sufficient experience to work as a server during day shifts.

2005-2006 Serco Management Services

Meter Installer / Collector

Recovers various amounts of money which are collected by park meters canisters, and reports damaged out of service meters accurately to auditors of the city of San Francisco.

Finalized a project test new mechanisms to accept prepaid cards three weeks in advance.

1999-2005 Hungry Joe's Restaurant

Waiter

Created loyalty with customers who return to repeat business by taking orders over the phone and in person. Served dishes properly and handled cash payments.

Trained new employees for the job by designing a training manual.

2003 APRIA Healthcare

Driver Technician

Visited patients' homes and hospitals for servicing deliveries or pick ups of medical (ambulatory, stationary, and oxygen) equipment.

Assisted customer calls for work orders, current equipment and inquiries.

EDUCATION

1999-2007 City College of San Francisco

San Francisco, CA

Microcomputer Business Applications Certificate

Office Assistant Certificate

1994-1996 Liceo Stanford de San Salvador

San Salvador, ES

Computer Business Operator (Foreign Diploma)