

Jessica Mai Dao

950 Harrington Ave NE, N322, Renton, WA 98056 | (206) 504-8782 | JessicaDao@icloud.com

EDUCATION

Oliver M. Hazen High School	2011 – 2015
Nursing Assistant Training Institute	2015
Bellevue College	2020
UW Coding Bootcamp	2020-2021

EXPERIENCE

Henry's Tavern: Server – Bellevue, WA September 2019 - Current

- Served guests in a fast-paced environment and managed time for an optimal experience for each guest
- Assisted guests with making menu choices in an informative fashion, while suggesting additional items to increase restaurant sales
- Entered food and beverage orders through POS system (Micros)

Gogo Sushi: Server – Vancouver, WA Jan 2019 – June 2019

- Promptly seated customers and took orders
- Delivered food and drinks to customers in a timely manner
- Cleared and reset tables in a timely fashion
- Ensured cleanliness of both dining and back of house throughout the day
- Closed the restaurant, as we as clean all work areas, equipment's, utensils and ensured they are stored appropriately in accordance to state law
- Wrote out checks and rang up customers, ensuring proper money handling

Aegis Living: Med Tech – Bellevue WA Feb 2017 – Aug 2018

- Promoted from Care Manager to Medication Care Manager
- Administered medications and insulin to residents
- Report all changes in residents condition to supervisor according to policy
- Worked with hospice to provide comfort to residents that are terminally ill, including post-mortem care
- Trained new staff within care team and med techs
- Supervised the NOC shift care staff
- Worked 40+ hour NOC shifts per week, with occasional overtime
- Plated, served and fed food and drinks in accordance to dietary needs

Seattle Children's: Volunteer – Seattle, WA Oct 2015 – May 2018

SKILLS

- Food Handlers and Alcohol Serving Permit
- Bilingual: Fluency in English and Vietnamese
- Proficient with Microsoft Word, Excel and PowerPoint
- Average of 85 WPM