

# ALYSSA WEIGLEIN

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## OBJECTIVE

Pursuing an entry-level position in the clerical field. Driven to perform the duties of my job with determination and efficiency, while striving to exceed the expectations of my supervisors and guests.

## QUALIFICATIONS

- Advanced proficiency in Microsoft Office: Word, Access, Excel, PowerPoint
- Strong organizational, administrative, and analytical skills
- Ability to type 45+ wpm
- Accustomed to working in fast-paced environments
- Extensive experience in customer service settings
- Possess an exceptional ability to resolve complex issues
- Highly motivated and detail-oriented

## EDUCATION

Modesto Junior College – Modesto, CA  
A.S. Computer Graphics Applications, 71 Units  
September 2009 – May 2013

## AREAS OF STUDY

Beginning Keyboarding	Introduction to Databases
Document Processing	10-Key on the Computer
Computer Literacy	Intermediate Keyboarding
Business Presentation Graphics	Intro to Spreadsheet Software

## WORK EXPERIENCE

November 2012 – July 2013; November 2008 – February 2011

To-Go Server/Host, *Tahoe Joe's Famous Steakhouse* – Modesto, CA

- Kept organization of restaurant activity to ensure prompt service
- Responsible for taking incoming calls to make reservations
- Supervised wait staff and assigned seating as required
- Placed and prepared guests food orders in a timely manner

February 2011 – August 2011

Customer Service Associate, *Fresh & Easy Neighborhood Market* – Modesto, CA

- Responsible for product waste control on a daily basis by inspecting the rotation of all grocery products
- Accountable for stocking and rotating product

August 2007 – August 2008

Grocery Clerk, *Raley's* – Modesto, CA

- Assisted customers through checkout quickly and efficiently
- Handled cash register with great accuracy

October 2005 – August 2007

Grocery Clerk, *O'Brien's Market* – Modesto, CA

- Provided exceptional customer service
- Inventory, shipping and receiving
- Assisted in additional departments on a regular basis

*References available upon request*