

ROBIN WEST

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Portland OR
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OBJECTIVE: Entry level position in a professional field

EDUCATION

University of California, Berkeley
Bachelor of Arts in History, May 2011 (GPA 3.39)
Emphasis in American History: Extensive course work in Earth Science

City College of San Francisco, San Francisco, CA
Completed all lower division transferable coursework (67 units), 2006-2009 (GPA 4.0)

SUMMARY OF NOTABLE EMPLOYMENT HISTORY

Dining Room Manager, Sausalito, CA 2005-2007

- Conducted all cash transactions for dining room staff
- Responsibility for management and supervision of entire restaurant

Event Manager, Bartenders Unlimited, San Rafael, CA 2000-2003

- Organized catering staff with various clientele including weddings, conventions, and functions
- Coordinated and supervised full range of events
- Resolved any incurred problems or oversight

Nighttime Kitchen Manager, Reilly's Steak and Seafood, Maui, HA 1996-1998

- Prepared all culinary requirements including meat and fish cutting, soups, and sauces
- Coordinated kitchen and dining room staffs
- Assisted in hiring and employee evaluation reviews

Kitchen Manager, El Crab Catcher Restaurant, Maui, HA 1992-1994

- Created and prepared daily menu items
- Supervised and coordinated entire kitchen staff
- Executed all ordering and inventory duties

OTHER JOB TITLES HELD

Food Server
Bartender
Production Assistant
Arborist Assistant

SKILLS ACQUIRED FROM WORK HISTORY AND ACADEMICS

- Teamwork and Interpersonal Skills
- Conflict Resolution and Trouble Shooting Skills
- Written and Oral Communication
- Research Skills
- Creativity
- Management and Supervision
- Computer Skills
- Leadership and Organizational Skills