CLARISSA VALDEZ

**Email: clarissa.valdez@yahoo.com** 973.820.8973 clarissa.valdez@yahoo.com

EDUCATION

**Bloomfield High School June 2008 Bloomfield, NJ**

* High School Diploma

**Mix ‘em Up Bartending School August 2010**  **Linden, NJ**

* Bartending Certification

EXPERIENCE

**Villa Victoria Pizzeria – May 2013 – October 2013**

Stephanie S.:(862) 237-3380; Montclair, NJ 07042

* Cashier/front counter
* Food prep/kitchen help
* Answering phones

**UPS – April 2013 – May 2013**

Elsy M.: (201) 271-4848; Secaucus, NJ 07094

* Package handler
* Inventory
* lifting packages over 70 lbs
* unloading trucks up to 48" long

**Sur La Table – November 2012 – January 2013**

Leanna S.: (201) 621-4278; Paramus, NJ 07652

* Cashier
* Inventory
* Sales Associate
* Opened the store location
* Seasonal position

**Lord and Taylor Café - September 2012 – January 2013**

Charlie P.: (201) 447-0400; Paramus, NJ 07652

* Waitress
* Food runner
* Kitchen help

**Net2Staff – June 2012 – ongoing**

Luchia M.: (973) 622-2049; Bloomfield, NJ 07003

* Waitress
* Warehouse associate
* Cold line cook
* cashier

**Nanny – January 2012 – June 2012**

Kwanda Trapp: (212) 640 – 8814; Bloomfield, NJ 07003

* Babysitting
* Tutoring
* Cooking
* Arranging and supervising playdates

**Dollie & Me – September 2011 – December 2011**

Janki Gause: (347) 506 - 9244; Paramus, NJ 07652

* Seasonal position
* Keyholder
* Cashier
* Sales Associate
* Fashion Assistant
* Stockroom
* Training new hires

**Momoya – March 2011 – August 2011**

Cindy Wu:(973) 748 - 0077; Bloomfield, NJ 07003

* Waitress
* Cashier
* Busser
* Dishwasher
* Hostess
* Training new hires
* Acting Manager

**Crumbs Bakeshop – October 2010 – March 2011**

David O’ Grady: (973) 242 – 1010; Newark, NJ 07114

* cashier
* customer service
* barista
* cake decoration
* sales associate
* perfect scores on secret shopping
* knowledge of over 200 cupcakes and drinks

**Bartender August 2010 – November 2010**

Joanne Lisa: (973) 471 - 1145; Clifton, NJ 07013

* Guest bartender at Dingbatz bar
* Bartender at Temptations bar

**U.S. Census Bureau April 2010 – July 2010**

* Non-Response Follow Up
* Engaging reluctant NRFU in interviews to complete the 2010 Census form

**Pace University September 2008 – December 2008**

* Security Desk Attendant
* Signing guests in and out of building
* Answering the company phone
* Enforcing guest policy

**Elite Tennis Academy May 2008 – August 2008, April 2007-- June 2007**

* Maintaining the cleanliness of the tennis courts
* Answering the company phone
* Recording monetary transactions with no register
* Cleaning the office, and the bathrooms
* Customer service

**Amy’s Hallmark July 2007 – September 2007**

* Recovery; Maintaining my Area of Responsibility
* Providing great customer service
* Signing customers up for the store card

**Club ABC Tours August 2007 – November 2007**

* Cleaning the offices
* Making copies and faxing invoices
* Getting and delivering lunch
* Various work involving Microsoft Word and Excel