**Jun Thompson**

El Sobrante, CA

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| Qualifications Summary |  |
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Detail-focused and enthusiastic professional with experience in business management and customer service; well prepared to excel in challenging role as an **Administrative Assistant**.

* **Business Management:** Solid history of success in generating new business opportunities by creating strategic alliances with key clients.
* **Administration:** Skilled in performing day-to-day administrative operations, including entering data, answering phone calls, as well as preparing, updating, and distributing correspondence.
* **Relationship Management:** Excellent interpersonal communication skills combined with ability to establish and maintain strong relationships with clients.
* **Capabilities:** Capable to work under tight deadlines and pressure. Highly adaptable professional, talent for quickly learn new information and procedures.

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| Professional Experience |  |
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ISUSHI, Castro Valley, CA

**Restaurant Manager** (11/2011 – Present)

Provide executive level leadership with full accountability for overseeing daily restaurant operations, ensuring attainment of set business objectives. Address and resolve customer issues to ensure satisfaction and retention. Manage wide range of activities, such as taking orders, making servers work schedules, and timely solving issues.

*Selected Contributions:*

* Maximized customer satisfaction level by delivering exceptional services.
* Uncovered new revenue streams by creating strategic alliances with key clients.

SATOMI, Fremont, CA

**Server** (3/2009 – 9/2011)

Held key accountability for variety of operations, such as taking orders, answering questions about the menu and food, selling the restaurant's food and drinks. Maintained inventory, aligning stock with current demands. Took payments from customers in credit or cash.

*Selected Contributions:*

* Can you share any key contributions we can add here?

*Additional Experience: Server for Fuku Sushi, San Francisco, CA | Administration Assistant for Rakuten CO, Tokyo, Japan | Administration, Sales Assistant, Secretary for NCR Japan, Tokyo,* Japan

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| Educational Background |  |
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City College of San Francisco

San Francisco, CA