**JUN THOMPSON**

2740 may Rd.  
El Sobrante, CA, 94803 (510) 866-4663 fornow7@yahoo.co.jp

CAREER OBJECTIVE

Hard-working professional with 15.5+ years of experience in customer service field, and a proven knowledge of customer communications, customer needs assessment, and customer satisfaction. Aiming to leverage my skills to successfully fill your company. Worked as administration or office assistant in Japan many years, so having enough skill for both communication and office work. Working long time in Restaurants, these experiences trained me having multiple tasks and glowing resolving issues positively.

* Team-oriented, cooperative and collaborative
* Stable – stabled, strong processes
* Detail-oriented -- quality and precision-focused
* Self-motivated, with a high attention to detail, quality and presentation
* Ability to work independently, effectively manage time and multitask in a fast-paced environment

**WORK EXPERIENCE**

**ISUSHI, Castro Valley, CA**

**Restaurant Manager, Nov 2011 – Present**

Make all servers work schedules, and take care or customers, orders, reservations or complains. I have responsibilities of table assignment. I close register and count all day sales total, and calculate and split all tips for all workers.

**SATOMI, Fremont, CA**

**Server, Mar 2009 – Sep 2011**

Take food orders in person and phone, serving dishes, bussing tables and refill storage. Take care of process of all type of payment such as credit card and cash.

**FUKU SUSHI, San Francisco, CA**

***Server, Aug 2004 – Jul 2009***

**RAKUTEN CO, TOKYO, JAPAN**

***Administration Assistant, PowerPoint Operation, 2000-2002***

**NCR JAPAN, TOKYO, JAPAN**

***Administration, Sales Assistant, Secretary, 1997-2000***

Manage, Organize and calculate time sheets, assistance and operation for papers or documents with Microsoft PowerPoint, Excel and Word .

**EDUCATION**

**City College of San Francisco**  
**San Francisco, CA (2009)**

**ADDITIONAL SKILLS**

Japanese - verbally, writing and listening all fluent

Microsoft Excel, Word, PowerPoint, Access