




<h1>Avacia Jimenez</h1>		
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Objective

Seeking a position fully utilizing my strong customer service attitude, exceptional organizational ability and communication skills.

Skills

<ul style="list-style-type: none"> • Customer Service & Communication • Filing and Records Management • Excel, Word, Outlook • Multi-task • Detailed and Organized 	<ul style="list-style-type: none"> • Flexible • Leadership • Team player • Confidentiality
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Technical Skills

- HTML
- CSS
- Java Script
- SQL
- MVC

Examples:

Password Generator - This page will generate a password at random with the click of a button. It allows you to pick how many characters, symbols, numbers, lower, and upper case letters for an unbreakable password. This project has an HTML page, Java Script, and CSS styling page, take a look for yourself!
<https://avaciajimenez.github.io/passwordGenerator/>

Code Quiz- This page is a four question quiz asking you about different coding languages. You are timed and a score is kept, if answered incorrectly time will be subtracted. If you run out of time then game over, at the end you can input your initials and save your score. I used an HTML page, Java Script, and CSS styling pages. Check it out!
<https://avaciajimenez.github.io/codeQuiz/>

Project Film - This page allows you to search for any movie or TV program new and old, filtering out information about your search as well as where you can watch it. It can give you recommendations and the top movies out now. For this project I used an HTML page, Third party API's, Javascript and CSS styling pages. Look here for your next movie!
<https://avaciajimenez.github.io/sharedproject/>

Experience

AUGUST 2020 – DECEMBER 2020

Front Desk Receptionist / Eskaton Care Center Manzanita,
5318 Manzanita ave. Carmichael CA, 95608

- Motivate and lead staff to achieve organizational goals.
- Demonstrate general knowledge of computers, POS systems, various electronic devices, and various software.
- Demonstrate excellent organizational skills for keeping detailed records, reports and logs.
- Believe in teamwork and demonstrate the ability to be a leadership partner with other managers and staff, and to provide quality service
- Visually assess and evaluate safety hazards in the workplace as mandated by company safety procedures. Ensure OSHA, local health and safety codes and company safety policies are met/followed.
- Communicate, develop and maintain close, effective relationships with colleagues, department managers, partners and the public.
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March 2017 – August 2020

Senior Assistant Manager / Burger King,
7201 Fair Oaks Blvd. Carmichael CA, 95608

- Handle multiple tasks with effective follow-through.
- Motivate and lead staff to achieve organizational goals.
- Demonstrate general knowledge of computers, POS systems, various electronic devices, and various software.
- Demonstrate excellent organizational skills for keeping detailed records, reports and logs.
- Demonstrate managerial experience in a quick service restaurant environment by ensuring guest satisfaction, training and maintaining an on-going guest service delivery.
- Demonstrate the ability to analyze financial information, costs, inventory and sales to achieve maximum profit potential.
- Believe in teamwork and demonstrate the ability to be a leadership partner with other managers and staff, and to provide quality service to guests.
- Visually assess and evaluate safety hazards in the workplace as mandated by company safety procedures. Ensure OSHA, local health and safety codes and company safety policies are

met/followed.

- Communicate, develop and maintain close, effective relationships with colleagues, department managers, partners and the public.
- Create Schedules and all store orders.
- Train employees.
- Handle all money coming in/out of store

MARCH 2019 - SEPTEMBER 2019

General Manager / Costa Vida Fresh Mexican Grill ,
2791 E. Bidwell Street, Folsom, CA 95630

- Handle multiple tasks with effective follow-through.
- Motivate and lead staff to achieve organizational goals.
- Demonstrate general knowledge of computers, POS systems, various electronic devices, and various software.
- Demonstrate excellent organizational skills for keeping detailed records, reports and logs.
- Demonstrate managerial experience in a quick service restaurant environment by ensuring guest satisfaction, training and maintaining an on-going guest service delivery.
- Demonstrate the ability to analyze financial information, costs, inventory and sales to achieve maximum profit potential.
- Believe in teamwork and demonstrate the ability to be a leadership partner with other managers and staff, and to provide quality service to guests.
- Visually assess and evaluate safety hazards in the workplace as mandated by company safety procedures. Ensure OSHA, local health and safety codes and company safety policies are met/followed.
- Communicate, develop and maintain close, effective relationships with colleagues, department managers, partners and the public.
- Create Schedules and all store orders.
- Train employees.
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October 2015 – June 2016

Cashier / San Juan School District Nutrition Services,
4925 Dewey Drive, Fair Oaks, CA 95628

- Interacted with students and other customers for the purpose of serving in a professional and courteous manner.
- Prepared documentation for the purpose of providing written support and/or conveying information.
- Inspected food and supplies for the purpose of determining correct specifications, quantity and quality.
- Counted food and supplies for the purpose of meeting projected meal requirements and minimizing waste.
- Collected funds for food served.

JULY 2014 – FEBRUARY 2016

Instructor / Del Campo Jr. Cougars,
Belle Martinez 916.534.0806

- Coach/mentor 9-12 yr. Girls.
- Create dance/stunt routines.

Education

AUGUST 2013 – JUNE 2017

Diploma / Del Campo High School,
4925 Dewey Drive, Fair Oaks, CA 95628

- AVID I, II, and III
- Advanced Math
- Advanced Reading and Writing
- Drama
- Choir
- Sports

Activities

AUGUST 2013 – JUNE 2017

Volunteer / Loaves and Fishes,
1351 N C Street, Sacramento, CA 95610