AYANA SANIFORD

**⦁ Email:** [**ayanasandiford087@gmail.com**](mailto:ayanasandiford087@gmail.com)

**Cel: 868-306-8178 & 754-3109**

WORK EXPERIENCE

The Human Resources Manager

To Whom It May Concern:

I am writing to inquire if you have any vacancies in your company. I have enclosed my CV for your information.

As you can see, I have extensive work experience in Customer Service,

which have equipped me over the years, to strengthen my skills in working with diverse groups of people, which are constantly being challenged and developed, allowing me to be a successful, in contributing towards any organization.

I am a conscientious, hardworking individual ensuring that the your company objectives are obtained, you will need to know more about me in order to consider me as a suitable candidate, for this, my resume is enclosed for you to review as the first step in this application.

I look forward to hearing from you soon

Sincerely,

**Ms. Ayana Sandiford**

***Dealer : Royal Princess Casino***

* Ensure that gaming table is ready with required wagers to proceed.
* Maintain game pace fast and smooth by handling cards, chips, money, dice and other equipment efficiently.
* Remind players about rules and regulations of the games.
* Keep record of the bet amount accurately and collect bets from losers and pay bets to winners appropriately.
* Create enjoyable and fun atmosphere by attending to players’ needs politely.
* Report any unlawful act to the floor manager immediately.
* Create a lively gaming experience for players.
* Communicate to floor manager regarding customer request or disturbed situation which is not in the jurisdiction of casino dealer for further action
* Exchange cash for tokens and chips

***Baker / Customer Service representative: Hi-Lo***

WORK EXPERIENCE

* Prepare and bake foods.
* Prepare and make all bakery items for a large number of guests.
* Inspect and ensure proper color combination for all baked items.
* Meet the requirements of clients
* Ensure proper storage of all items in refrigerators and freezers.
* Ensure product freshness and food safety.
* Assist and support senior chef and other bakers.
* Retain existing customer-base through preparation and serving of tasty items.
* Test baked items by tasting or smelling them

***Sales Clerk: Dukes and Divas***

* Greet and talk to customers in a courteous manner.
* Answer and respond to customer inquiries regarding merchandise.
* Assist customers in locating the merchandise they need.
* Display merchandise on racks in an attractive manner.
* Prepare list of items to be re-stocked.
* Assist customers in completing the purchases.
* Handle refunds, returns and exchange of merchandise.
* Maintain and manage store room neat and tidy.
* Follow check list after opening and before closing the shop.

***Security Guard: EBSL***

WORK EXPERIENCE

* Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
* Answer alarms and investigate disturbances.
* Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
* Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
* Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
* Circulate among visitors, patrons, and employees to preserve order and protect property.

***Bartender & Waitress: Lucky J’S***

* Great guests and make them feel comfortable.
* Learn menu items and be able to describe them appropriately to guests.
* Take beverage and food orders.
* Deliver beverages and food in a timely manner.
* Check-in with guests to ensure that everything is going well.
* Clear dirty dishes from table.
* Refill beverages throughout the meal.
* Deliver guest’s bill and thank them for dining at the restaurant.
* Work with other servers and be a team player

***HOBBIES***

* Latin Dancing
* Hiking
* Reading

**REFERENCE:**

Upon request