**DANIELA AUGUSTUS**

LP 8-1 Ralph Terrace, Bagatelle Road, Diego Martin • Home: 637-1630 • Cell: 782-7159

[peaches15@hotmail.com](mailto:peaches15@hotmail.com)

**Professional Summary**

I am a dynamic and energetic individual who works to attain the highest level of efficiency. Works effectively with others and highly capable of working on my own initiative, possesses an enthusiastic approach to work and attention to detail, with the ability to prioritize conflicting demands. Dedicated and open to challenges, happy to train to enhance existing skills.

**Skills**

|  |  |
| --- | --- |
| * Attention to detail | * Driving continuous improvement |
| * Initiative and Problem Solving | * Dependability |
| * Customer relations | * Effective communication |
|  |  |

**Work History**

**Assistant Server**, May 2013 to Present  
**Trotters** – Maraval Road, Port of Spain

* Obtaining revenues, accepting payments and returning change to customers.
* Maintaining proper dining experience, delivering items, fulfilling customer needs, offering desserts and drinks.
* Preparing tables, laying out napkins and utensils and ensuring all condiments are refilled.
* Responsible for making desserts and coffees.

**Clerical Assistant**, March 2009 to November 2012

**Ministry of Works & Infrastructure** – Corner of Richmond & London St. Port of Spain

* Data entry of payroll and time sheets into the payroll database.
* Responsible for checking and comparing the payroll data for accuracy and completeness.
* Responsible for maintaining and updating the HR database on employee absenteeism.
* Processing incoming mail and faxes and dispatching outgoing communication.
* Responsible for records management of registry documents.

**Waitress/Bartender**, June 2011 to October 2011  
**JK Quality Services** – Chaguanas

* Assisted in corporate functions at various hotels such as Hyatt, Cascadia & Chaconia Hotel.
* Prepared mix drinks for service to customers.
* Responsible for greeting guests warmly.

**Education**

* St James Government Secondary: September 2004 – June 2008
* Civilian Conservation Corps- Culinary Arts: October 2010 – April 2011

**Competencies**

* Microsoft Word
* Microsoft Outlook
* Microsoft Excel

**Personal Interests**

* Cooking
* Cake making
* Drawing