

Amy Surangie Jayasena

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Objective:

Experienced and dedicated professional with a background in customer service, software, and cash handling across various industries. Seeking a waitressing position where I can leverage my skills to provide exceptional service to customers while contributing to the productivity and success of the team.

Skills:

- TAM Certified Alcohol Management
- Proficient in grill, oven, and meat slicer operation
- Microsoft Office (Word, Excel, PowerPoint)
- Other Systems: ADP, Outlook, Adobe, Google
- POS Handling
- Bilingual: English and Sinhalese
- NRFSP Certified Food Handler
- Video and Photography Editing
- Social Media Marketing
- Customer Service
- Cash Handling
- Inventory Management
- Trained in HIPPA, OSHA, and Sexual Harassment protocols

Education:

North High School Torrance - High School Diploma

Bakersfield College (2023 - Present)

- Law, Public Policy, and Society AAT
- History AAT
- Liberal Arts AA

Experience:

Victor's Mexican Grill Waitress | August 2023 - Present

- Prepare various dishes quickly and neatly, including burritos, bowls, and quesadillas
- Greet guests warmly and address menu inquiries
- Maintain cleanliness and organization of the food preparation area
- Ensure proper storage of food items
- Clean and sanitize lobby, bathrooms, and exterior of the restaurant

Subway Waitress/Cashier | April 2023 - August 2023

- Assemble sandwiches for in-store and delivery orders
- Provide courteous assistance to guests and answer menu inquiries
- Prepare food items at the beginning of each shift
- Safely store food items at the end of each shift
- Maintain cleanliness and safety standards in the work area
- Assist with phone orders and cashier duties as needed

OSI Systems, Inc. Human Resource Intern/Receptionist (Temporary) | December 2022 - January 2023

- Assisted management with HR-related templates and reports
- Answered phones professionally and directed calls appropriately
- Scheduled appointments and managed manager's calendar
- Provided excellent customer service and handled difficult situations
- Screened and processed job applicants
- Ensured compliance with safety and security procedures

Old Navy Sales Associate | December 2021 - April 2022

- Assisted customers with product inquiries and purchases
- Maintained store cleanliness and organization
- Restocked merchandise and processed inventory shipments