

Else Mata

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Obtain a position with a company that promotes opportunity for growth and will enable me to use my strong organizational skills and allow me to address multiple projects professionally and accurately.

Authorized to work in the US for any employer

Work Experience

Food Delivery Driver

DoorDash - Victorville, CA

June 2019 to Present

Accurately follow assigned routes to stores and restaurants to pick up orders and deliver to customers in a safe and timely manner.

Key Holder

The Cookie Plug - Hesperia, CA

August 2020 to May 2022

Responsibilities include running front counter, taking orders and providing excellent customer service. Rolling cookie dough, baking cookies with the right temperature and time, de-ringing baked cookies, and deep cleaning store every opportunity given. As a key holder responsibilities include all that are listed plus opening and closing shop on assigned days, counting inventory, counting till and making money drops, and making sure that our shop is locked up successfully and ready to go for the next day.

Crew Member

Little Caesars Pizza - Victorville, CA

May 2018 to May 2019

Greet Customers. Take orders as well as upselling, attend to customer complaints, and answering phone calls. Saucing pizzas, cheesing pizzas, making sure toppings are distributed properly and orders are made and cooked on time. Maintaining a clean and sanitary work environment during work as well as after closing hours. Demonstrate safe working habits, especially on ovens. Neatly gathering orders. Restocking.

Substitute Program Leader

THINK Together - Victorville, CA

November 2017 to May 2018

Housekeeper

Hernandez Maid Services - Victorville, CA

May 2017 to February 2018

Housekeeper

Clean rooms, hallways, restrooms, stairways, so that health standards are met. Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers. Purchase groceries

and household supplies to keep kitchens stocked, Run errands such as taking laundry to the cleaners and buying groceries, Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines. Small yard pick up and rake, mow lawn, clean exterior windows.

Student Director

Little Saints Preschool - Adelanto, CA

December 2016 to May 2017

Provide a variety of materials and resources for children to explore both in learning activities and in imaginative play. Serving and feeding children, Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.

Establish and enforce rules for behavior, and procedures for maintaining order.

Read books to entire classes or to small groups.

Team Member

Party City - Victorville, CA

September 2016 to December 2016

Greet customers. Open and close cash registers, balancing cash drawers, and making deposits. Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, Describe merchandise and explain use, operation, care of merchandise to customers, arrange and display merchandise to promote sales. Place special orders or call other stores to find desired items. Clean shelves, counters, and tables. Exchange merchandise .Bag or package purchases. Inventory stock and requisition new stock.

Education

High School Diploma

Adelanto High School - Adelanto, CA

August 2013 to May 2017

Skills

- Cooking
- Upselling
- Food Safety
- Kitchen Experience
- Serving Experience
- Cash Handling
- Customer Service
- Food Handling
- Cleaning Experience
- Assistant Manager Experience
- Retail Management (Less than 1 year)
- Route Driving Experience (1 year)
- Driving

- Delivery Driver Experience

Certifications and Licenses

Driver's License

Food Handlers Card

Non-CDL Class C