

VERONICA SOTO
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Salinas, CA. 93906
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OBJECTIVE

Seeking for position to obtain experience and develop my skills, and to build relationships with other staff.

QUALIFICATIONS

Microsoft Office Word, PowerPoint and Internet
Bilingual – English/Spanish
Type 45 wpm
Responsible, independent, Honest and dedicated.
Customer's services.

Assistant-Manager

05/14- Present

Little Cesar's Pizza, Salinas, CA

Cashier

Prepared pizzas

Count the registers

Transfer data to the computer

Clean the store

Take the order

Answer the phone

EXPERIENCE

Assistant Cook

01/14-03/14

Soledad Bakery, Salinas, CA

Cleaning the store,

Decorate bread, arrange the bread on the pantry and prepare meals

Assisted Customers with their daily orders

Front-end cashier

TRAINING/ EDUCATION

Center for Employment Training (CET), Salinas, CA

03/14-07/14

Business Office Technology-Certificate

Adult school Salinas Adult School, Salinas, CA

01/14-02/14

GED- Certificate

REFERENCES

Available upon request