

Kimberly A. Jones

310 Rock Ave. # 56
Arcata, CA 95521
(707) 817-8007
katj32@humboldt.edu

OBJECTIVE

A part-time restaurant hostess position

FOOD SERVICE EXPERIENCE

Waitress/Hostess Livermore, CA
Gianna's Restaurant 12/20XX- 7/20XX
Seated customers, took orders, bussed tables, served food. Cashiered, answered phones, prepped and cleaned facility.

Team Member Livermore, CA
Jamba Juice 4/20XX-5/20XX
Prepared speciatly smoothies and other drinks, took orders, cashiered, assumed pre-open and close duties, cleaned facilities.

CUSTOMER SERVICE

Career Center Representative Arcata, CA
Career Center HSU 08/20XX-05/20XX
Answered phones, made appointments, provided resources and information, emailed and faxed documents.

EDUCATION

Humboldt State University, Arcata, CA
Major: Business Administration, First Year Student

REFERENCES

Cherry Martin Office Assistant UC Berkley 2267 1st Street Livermore, CA 94550 (925) 615-1892	Pam Gray Teacher Linmore High School 600 Maple Street Sacramento, CA 95546 (916) 608-6815	Shea Bird Supervisor Humboldt State University 1 Harpst Street Arcata, CA 95521 (707) 862-3589
---	--	---