**Editha Morey**

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**OBJECTIVE**

To build my career in growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

### EDUCATION

April 2002

**B.S. Computer Science**: System Plus Computer College, Philippines

August 2011 **Certificate**

Certified Nursing Assistant: Americare, Illinois

**SKILLS**

Inventory Management, Bilingual, Computer literate, Mathematical Skills, Team Leader, Conscientious and responsible working attitude, can work under pressure, Relates to people in a very friendly manner.

**WORK EXPRIENCES**

05/06/2019 – Present

**Server**: Golden Coral, East Colonial, Orlando Florida

 **Duties and Responsibilities**

* Greet and assist the Customer upon arrival of the restaurant.
* Providing Good Customer Service
* Offer drinks and refill the water glasses and beverage.
* Provide information on set dishes, and their ingredients when requested.
* Assuring satisfaction upon exit to encourage repeat service.
* Help food preparation staff when necessary.

06/19/2019 - Present

**Deli Associate:** Winn-Dixie, East Colonial, Orlando Florida

 **Duties and Responsibilities**

* Provide continuous attention to customer needs.
* Stock and rotate deli items appropriately.
* Ensure that price tags on the deli items are accurate and updated.
* Cut, slice and weigh deli items such meats and cheeses.
* Use equipment such as fryers and ovens for preparation purposes.
* Provide customers with information regarding each type of deli product.

02/02/15 – 06/30/2019

**Cashier/Assistant Manager**: Kyoto Sushi & Grill, Collegiate Way, Orlando Florida

**Duties and Responsibilities:**

* Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
* Coordinate daily customer service operations (e.g. sales processes, orders and payments).
* Handle cash, credit or check transactions with customers.
* Ensuring company policies are followed.
* Ensure pricing is correct.
* Issue change, receipts, refunds, or tickets.
* Make sales referrals, cross-sell products and introduce new ones.
* Keep reports of transactions.
* Monitor and maintain store inventory.
* Monitor retail operating costs, budgets and resources.
* Management of petty cash.
* Resolve customer complaints, guide them and provide relevant information.
* Responsible for restaurant opening and closing.
* Greet customers when entering or leaving establishment.
* Maintain clean and tidy checkout areas.
* Process returns and check to see if items are damaged.
* Completing tasks assigned by the general manager accurately and efficiently.
* Pleasantly deal with customers to ensure satisfaction.
* Assist the Retail Store Manager in planning and implementing strategies to attract customer.
* Supervise the employee and oversee the quality of the work environment.
* Ensuring store schedules and objectives are met by employees.

07/1/13 –11/30/2014

### Service Provide: Advocate Homehealth, San Antonio,Texas

###

**Duties and Responsibilities:**

### Assisting Patient with Daily Activities

### Perform Domestic and household task

### Assisting Client with Personal Care

09/01/11 - 06/25/13

**Certified Nursing Assistant**: Wauconda HealthCare and Rehab Centre, Wauconda Illinios

**Duties and Responsibilities:**

* Providing Great Care
* Taking Vital Signs
* Assisting Client with Daily Activities
* Assisting Patient with Proper Hygiene

9/5/10 – 06/30/11

**Secretary/Receptionist:** Thera Ex Physical Therapy, New York

**Duties and Responsibilities:**

* Answering phone calls and redirect them when necessary
* Calling Insurance companies to ensure eligibility of the client
* Attending meetings and assisting clients
* Making monthly reports and maintaining files
* Management of petty cash
* Basic bookkeeping
* Process accounts payable and receivable checks payments

### 10/09/08 – 08/5/10

### Hotel Worker: Staffix Agency, Miami

**Duties and Responsibilities:**

### Cashier

### Server

### Front Desk

### House Keeper