

# Resume Sample Entry-Level Position

## Beth Maria Gonzalez

9698 Shady Creek

Irvine, CA. 92608

Home (949) 473-9812 or Cell (949) 629-7834

Bgonzalez77@yahoo.com

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**Career Objectives:** To acquire an entry-level position with a progressive company which appreciates and rewards excellent effort.

**Educational Interest:** To further education and receive a Bachelor's Degree from a prestigious college.

**Educational Background:** ***Irvine Valley Community College*** Graduation: Pending

***Lowell High School*** Graduation: 2003  
Grade Point Average: 3.8

**Employment History:** **Chart House** Irvine, CA. **01/2002-05/2003**

Hostess and Customer Service

- Greeted and seated customers
- Assisted servers with serving fountain drinks
- Answered customer inquiries
- Responsible for takeout orders and cash register

**Walmart** Irvine, CA. **01/2001-11/2001**

Cashier and Customer Service Representative

- Greet customers
- Assist with customer questions on store merchandise
- Trained three new employees on store procedures
- Handle all money transactions
- Utilized cash register

**Additional Skills:**

- Familiar with MS Word, Power Point, and Outlook
- Bilingual in Spanish

**Excellent References Available Upon Request**