

SLAVA JAKOVLEV

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1135 Baypointe Drive
Newport Beach, CA
92660

PROFILE

Orderly and committed individual offering solid skills in customer relations and resilience to handle challenges of fast-paced environments. Bringing detail-oriented and decisive nature with sound judgment, good multitasking abilities and self-motivated nature. Comfortable working alone or with teams to accomplish on-time and accurate clerical tasks. Professional and enthusiastic food server with over two years of delivering first-class service to dining patrons in busy restaurants.

EXPERIENCE

Server, Eureka!, Irvine, CA — 03/2022 - 09/2023

Record food and drinks orders and serve customer request to the highest standards. Maintain full product knowledge of menu and specials. Make suggestion to customers based on preferences. Commit member with other restaurant professionals to ensure customer satisfaction. Always mindful of sanitation and safety considerations when handling food.

Host, Eureka!, Irvine, CA — 01/2022 - 09/2023

Greet all guests with personal style, seat all guests in professional and friendly manner, handle all incoming telephone calls in a courteous and helpful manner, maintain a clean entrance and Hospitality Guide area, and greet all potential guests walking by.

Crew Member, Trader Joe's, Irvine, CA — 01/2022 - 09/2023

Working on teams to accomplish goals. Greet customers as they enter the store and all areas. Maintain conversation and connection with customers while cashiering. Bagging groceries. Stocking shelves. Creating signage to inform and delight customers. Helping customers find their favorite products.

Retail Sales Associate, DICK'S Sporting Goods, Glendale, CA — 05/2020 - 10/2021

Cash register ringing & general cash handling. Uphold DICK'S Sporting Goods' standards for merchandise presentation of the best apparel and equipment brands in sporting goods. Promote company programs including warranty sales, Scorecard (loyalty program), private-label credit cards, and other seasonal promotions. Stocking.

Creative and Management Producer, Welldone Production, Inc., Beverly Hills, CA — 12/2004-03/2020 (business closed because of COVID-19)

Set up and maintained physical and electronic filing systems to maintain organizational efficiency. Communicated updates and requirements between

internal team members and clients to keep parties informed of project progress. Wrote email messages, memos and business letters for management and proofread documentation to provide error-free correspondence. Controlled and managed document processes by reviewing files, records and critical information to confirm accuracy and comply with company policies and procedures.

EDUCATION

New York Film Academy, Los Angeles — Studio City, CA — MA in Filmmaking, 2004-2006

Russian State Institute of Performing Arts — Saint Petersburg, Russia BA in Drama 1988-1992

SKILLS

Timesheet processing; paperwork drafting; payment verification; client relationships; meeting participation; scheduling and calendar management; activity planning; cash handling; follows directions; discipline understanding; conflict resolution; personable nature; reliability; superior communication skills; light housekeeping; storage/stock organization; register operations

LANGUAGES

English (Fluent); Russian (Fluent).