

# Havivah Schermer

Server

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February 5, 2025

Ten Sushi & Cocktail Bar  
18177 Von Karman Ave  
Irvine, CA 92612

Dear Hiring Manager,

I am writing to express my keen interest in the Server position with Ten Sushi and Cocktail Bar. The high reputation of your restaurant and natural dedication to sourcing exceptional fish has truly inspired me. I have over 3 years creating pleasant, memorable dining experiences.

In my current role at Culinary Staffing, I consistently receive positive feedback for my attention to detail and friendly demeanor when interacting with long parties. My strong communication and interpersonal skills have allowed me to connect with customers, quickly learn preferences and suggest the perfect sushi options tailored to their taste and diet need. I am known for my ability to work independently efficiently in a fast-paced environment, maintain a clean workspace, and collaborate with all team members to ensure smooth dining services. I love delivering optimal results. Throughout my food service career, I have consistently demonstrated my ability to remain calm under pressure, make quick decisions in emergency situations, and communicate effectively with team members and dining guests.

Thank you for considering my application. I am very enthusiastic about the opportunity to discuss how my experience and skills can contribute to the continued success of Ten Sushi & Cocktail Bar. I am looking forward to contributing to your esteemed team. Please find my attached resume for your review.

Sincerely,

*Havivah Schermer*





# Havivah Schermer

## Server

Recognized for exceptional team work. Excellent communicator and energetic, positive attitude. Strengths include witty humor, stellar guest service and quick execution. Strong understanding of Japanese beers, hors d'oeuvres and sushi flavors. I'm able to prioritize and multi-task in a busy environment. Good writing skills and strong menu promotion.

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## Education

UNIVERSITY HIGH SCHOOL	High School Diploma 1998-2002 Irvine, CA
LAKE TAHOE COMMUNITY COLLEGE	Human Development 2011-2013 Lake Tahoe, CA

## Skills & Expertise

- CA employee health permit, RBS

POS Systems	<div></div>
Business Math	<div></div>
Sales	<div></div>
Time Management	<div></div>

## Awards

- 2005 Bet Customer Service, Accounting Division. Triple Net Properties

## Experience

### BARISTA, CASHIER AND SERVER

Culinary Staffing | Nov 2023 - Present

- Serving meals and beverages at event concessions, corporate functions and scheduled holiday events.
- Espresso and coffee preparation for patrons.
- Re-stocking and station set-up/breakdown.
- Sanitize eating areas, ensure food delivery and presentation.

## **WORK EXPERIENCE CONTINUED**

### **SECURITY GUARD**

**Allied Universal | Apr 2022 - Present**

- Observed and reported commercial property violations via bike or cart.
- Key suite access to approved prospective tenant(s) and repair workers.
- Curbside parking assistance and vehicle access control.
- Vehicle citations, contacted police for handicapped violations.

### **SERVER AND CASHIER**

**Dang Brother Pizza | Dec 2022 - Jan 2023**

- Outdoor pizza truck with open grill. Open or close pizza station and grill per shift.
- Prepared pizzas, cheesesteaks, egg and meat sandwiches.
- Promoted beverages and group purchases.

### **SERVER AND CASHIER**

**Kamea Poke | Sept 2022 - Dec 2023**

- Line and beer server at a Hawaiian-themed poke restaurant.
- Re-stocking utensils, food items, dishwashing as needed. Sanitized production areas. Terminated customer rewards cards and promote new beverages. Coordinated deliveries.

### **SERVER AND CASHIER**

**Poke Dot | Sept 2021 - Jun 2022**

- Cashier orders and provide menu assistance to customers.
- Fill poke bowls organize orders for in-store customers and delivery orders.
- Assist with FOH re-stocking and clean up. Open and close station line per shift.
- Upsell desserts, drinks, soups, sides salads, and seasonal sauces.

### **CAREGIVER**

**Cerna Homecare | Aug 2017 - Dec 2017**

- In-home care for seniors with neurological degeneration.
- Medication reminders, medical appointment scheduling.
- Meal advocacy and exercise assistance.

### **CAREGIVER**

**Visiting Angels | Dec 2016 - Dec 2017**

- Assisted dementia, hospice, Alzheimer's and stroke recovery clients with meal preparation and feeding, medication, bathing, dressing and incontinence care.
- Drove clients in my vehicle as needed and provided pet care for cats and dogs.
- Recorded clients' behaviors and placed restaurant reservations with families.

### **PLAYTIME CHILD CARE**

**Real Connections | Jan 2017 - Feb 2017**

- Part-time in-home support for an autistic child with developmental and processing delays.
- Outside play, drawing for interaction, communication and vocabulary development.
- Reading activities and occasional diaper care.

### **SEASONAL SALES ASSOCIATE**

**L Brands | Nov 2016 - Jan 2017**

- Seasonal sales support at the West Covina mall.
- Upsold beauty product and seasonal promotional items.
- Provided fashion styling for customers as well as gift suggestions.

## WORK EXPERIENCE CONTINUED

### TCAB VOLUNTEER

Cedars Sinai Hospital | May 2013 - May 2016

- Transforming Care At The Bedside Volunteer participant. Participated in patient surveys, screened and escorted unit visitors.
- Assisted in patients' transport and rehabilitation, as instructed by Nursing
- Answered patient call lights, provided Unit Secretary relief, re-stocked supplies and distributed care carts (reading materials, blankets, personal care) to patients.

### ACCOUNTING ASSISTANT

Devon & Devon | May 2011 - Jun 2012

- Weekly check runs and emergency checks as needed for a technical manufacturing company.
- Attended weekly and monthly company meetings for documentation and currency changes.
- Processed expense checks, general payables and fixed assets. Filing and copies for Accounting department.

### CREDIT SERVICES

Ledgent Staffing | Nov 2009 - May 2010

- In-bound call center for California cable and phone utility company.
- Corrected payment arrangements on delinquent accounts. Reported fraud accounts, paused soldier accounts or reactivated with deployment.
- Processed account payments through checking, credit/debit cards, or recent credits.

### PROJECT BUSINESS SERVICES TECHNICIAN II

Brinderson L.P. | Jul 2008 - Apr 2009

- Responsible for assigned construction/engineering billing projects.
- Audited projects managed by site location, corrected misapplied payments and labor hour.
- Worked with Proposals, Bids and job sites to estimate correct costs.
- Processed all job starts and closing projects.
- Maintained structured project files on all new awards, and recurring contracts.
- Managed un-billed costs from Timberline carry-over.

### ACCOUNTS PAYABLE PROCESSOR

Triple Net Properties | Sept 2004 - Jul 2006

- Responsible for full-cycle Accounts Payable, processed utilities for nationally-held properties.
- Obtained bonds for new properties with Controllers. Audited co-worker batches.
- Implemented an online document retention system with IT.
- Awarded "Best Customer Service" of 2005 within Accounting.

### ACCOUNTS PAYABLE TECHNICIAN

Palace Entertainment | Aug 2003 - Sep 2004

- Promoted from Accounts Payable Department Assistant.
- Developed strong professional rapport with vendors and parks.
- Weekly check runs, GL coding, processed invoices, credits/debits, batch auditing.
- Verified correct signatures/approvals, collected W9s.
- Worked with Park Managers, vendors to resolve any account discrepancy.
- Verified check clearing, requested stop-payment when necessary.

## WORK EXPERIENCE CONTINUED

### FOOD SERVICE TECHNICIAN

Wild Oats | May 2002 - Jul 2003

- Promoted healthy meals and showcased organic California foods.
- Initially operated the juice and espresso bar with refrigerated desserts. Up-sold newly arrived items and coffee specials. Prepared bagels, toasted breads and alternative milks for patrons.
- Upon successful training, operated other stations including deli, wok station, pizza, grill and bakery. Maintained sample stands and cashiered orders.
- Assisted with team inventory, special customer requests and dietary/glove accommodations.

### FOOD AVENUE & CASHIER

Target | Nov 2001 - July 2002

- Assisted guests with placing orders and explained menu items when scheduled as cashier.
- Managed multiple customer orders by phone and in-person.
- Prepared tacos, hamburgers, fries, quesadillas, pizza and brunch menu items on grill, oven and fry stations.
- Reported and documented attempted customer cash and food theft to managers.
- Maintained time and temperature logs, sanitation checks and assisted with inventory.