



TANYA WINTERS

20028 85th Ave Ct East
Spanaway, WA 98387
(253)861-2299
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OBJECTIVE

To obtain a position on the board as Boys Youth Athletic Director.

EXPERIENCE

The Old Spaghetti Factory

Part-time manager / Server

February 2008 - Present

- Train new employees as servers, bartenders and managers
- Effectively managed difficult guests and special requests
- Answer phones calls regarding reservations, banquets, and catering
- Open and close the restaurant
- Responsible for maintaining labor and verifying tills
- Handle deliveries
- Delivery caters

Self employed , CW Construction

January 2007 – February 2008

- *Started a framing company*
- *Learned and used QuickBooks, Microsoft Excel, Word, PowerPoint and Email*

Anderson Enterprises

Office Manager

September 2001 – May 2006

- *Organized and filed papers and receipts*
- *Answered phone calls and set appointments*

EDUCATION

Lincoln High School

June 2000

- Diploma

REFERENCES

Sharon Jenkins

Manager, Old Spaghetti Factory

5623 McCord Dr SW

Tacoma, WA 98499

(253) 448-4657

Jennifer Anthony

Friend

6821 50th Ave East

Tacoma, WA 98443

(253) 355-3622

Jenny Wilds

Sister-in-law

9822 194th St East

Graham, WA 98338

(253) 229-7636