

# DAVID MIRZOIAN

Glendale, CA 91206

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## OBJECTIVE

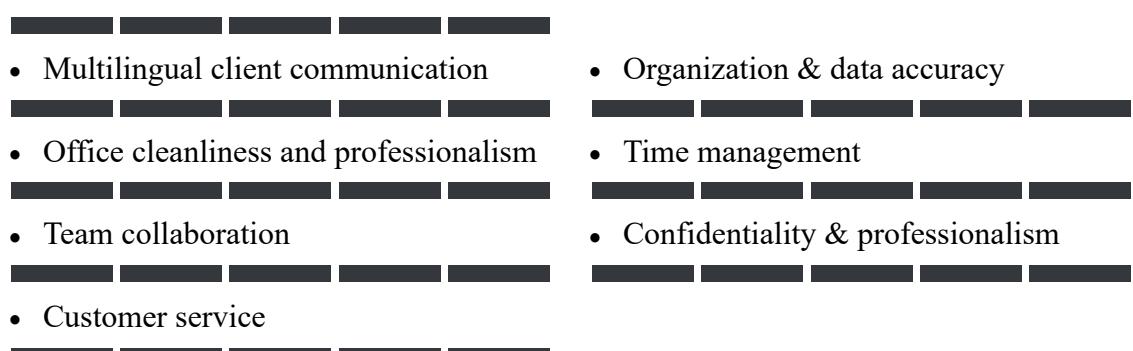
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Friendly, dependable, and multilingual professional seeking a Front Desk/Receptionist position in a medical, dental, or professional office. Committed to enhancing daily office operations through exceptional customer service and fostering a welcoming environment for clients and patients. Detail-oriented with strong communication and organizational skills, adept at thriving in fast-paced settings while ensuring professionalism and accuracy. Recognized for reliability, punctuality, and the ability to quickly master new office systems, ready to contribute effectively to any team.

## SKILLS

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- Phone etiquette and professional communication
- Multilingual client communication
- Office cleanliness and professionalism
- Team collaboration
- Customer service
- Appointment scheduling support
- Organization & data accuracy
- Time management
- Confidentiality & professionalism

A series of horizontal bars, each consisting of six dark grey squares, representing the level of proficiency for each skill listed. The length of the bars corresponds to the skill level, with the longest bar for 'Appointment scheduling support' and the shortest for 'Customer service'.

## EXPERIENCE

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10/2025 to Current **Cook**

**Karas Restaurants** – Glendale, CA

- Managed food preparation tasks, ensuring quality and consistency in a bustling café and bakery atmosphere.
- Implemented systematic cleaning and organization protocols to maintain a sanitary workspace.
- Implemented food safety and hygiene protocols to guarantee safe food handling practices.
- Engaged with customers in a respectful and professional manner to address inquiries and resolve issues.
- Demonstrated ability to thrive in fast-paced settings by efficiently juggling various responsibilities.
- Promoted effective communication and cooperation within teams to ensure seamless daily operations.
- Coordinated interactions with a range of clients to address needs and foster collaboration.

08/2025 to 10/2025 **Cook**

**Zhengyalov Hatz** – Glendale, CA

- Managed food preparation tasks, ensuring quality and consistency in a bustling café and bakery atmosphere.
- Implemented systematic cleaning and organization protocols to maintain a sanitary workspace.
- Implemented food safety and hygiene protocols to guarantee safe food handling practices.
- Engaged with customers in a respectful and professional manner to address inquiries and resolve issues.
- Demonstrated ability to thrive in fast-paced settings by efficiently juggling various responsibilities.
- Promoted effective communication and cooperation within teams to ensure seamless daily operations.
- Coordinated interactions with a range of clients to address needs and foster collaboration.

**LANGUAGES**

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English — Fluent

Russian — Fluent

Armenian — Fluent

Ukrainian — Fluent

Spanish — Basic speaking