

DAVID MIRZOIAN

Glendale, CA 91206

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OBJECTIVE

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
████████████████████████████████████████ | • Appointment scheduling support
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| • Multilingual client communication
████████████████████████████████████████ | • Organization & data accuracy
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| • Office cleanliness and professionalism
████████████████████████████████████████ | • Time management
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| • Team collaboration
████████████████████████████████████████ | • Confidentiality & professionalism
████████████████████████████████████████ |
| • Customer service
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EXPERIENCE

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

English — Fluent	Russian — Fluent
Armenian — Fluent	Ukrainian — Fluent
Spanish — Basic speaking	