

Ashley Ja'Nae Milton  
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## **Objective**

To obtain an entry-level part-time or seasonal position that utilizes my knowledge, skills and abilities in contributing to the growth of the company

## **Education**

### **August 2012 – Present**

#### **Sacramento State University**

6000 J Street  
Sacramento, CA 95819 (916) 278-6011  
Planned major: Kinesiology

### **August 2010 – May 2012**

#### **Phillip and Sala Burton Academic High School**

400 Mansell Street San Francisco, CA 94134  
(415) 469-4550  
Academy of information technology  
Graduated Grade point average: 3.00

### **August 2009 – June 2010**

#### **Voice of Pentecost Leadership Academy**

1970 Ocean Ave. San Francisco, California 94127 (415) 334-0105  
Performing arts

## **Other forms of education**

#### **Lorraine Hansberry Theater Youth Academy**

777 Jones Street San Francisco, California 94109

#### **Mitchell Talent Management**

323 Geary Streets. Suite 302 San Francisco, California 94102  
BAYCAT Academy  
2415 Third Street, Suite 230 San Francisco CA 94107

## **Work and Volunteer experience**

### **June 2012 – August 2012**

#### **Let Me Cater To You Catering**

Commercial Kitchen  
Assistant

Supervisor: Lavani Wright (415) 724- 0668

*Tracy - the catering  
assistant*

### **June 11, 2012 - June 17, 2012**

#### **Country Club Services**

(U.S Open Golf tournament only)  
Parking attendant

Supervisor: Bianca Diaz (570) 807-0954

**June 2011 – August 2011**

**Port of San Francisco**

Pier 1 Embarcadero street San Francisco, California  
Clerical Worker  
Supervisor: Evelyn Onderdonk (415) 274-0552

**June 2010 – August 2010**

**Young Community Developers (Mayor's Youth Education Enrollment Program)**

**Bay view Opera House**

1715 Yosemite Street San Francisco, California 94124  
Camp Counselor  
Supervisor: Sam Watson (415) 822-3491

**August 2007 – June 2010**

**Ingleside Community Center**

1345 Ocean Ave. San Francisco, California 94112  
Clerical Worker/ Tutor  
(415) 587-5513

**June 2005 – August 2008**

**Daly City Park and Recreation**

111 Merced Blvd. Daly City California 94015 \*Site: Lincoln Park  
(650) 991-8001

**Skills and accomplishment**

Public speaking  
Counseling  
Communication and planning  
Member and president of the Ingleside praise dance team  
President of my 9<sup>th</sup> and 10<sup>th</sup> grade class (2009-2010)  
Cheerleading co-captain 2010-11  
Cheerleading Captain 2011-12  
President of prom committee  
Knowledgeable in Microsoft word PowerPoint and excel  
Type 50 words per minute  
Ability to learn and take on task quickly and effectively  
Can research collect, organize and analyze information clearly and effectively

2612- LVH  
Friday 2/15  
1:30

Acrobat Outsourcing Mail - FOH &amp; BOH On-Call Positions (Greater Sacramento Areas)

## FOH & BOH On-Call Positions (Greater Sacramento Areas)

Ashley Milton <ashleyjanae8@yahoo.com>  
To: kjzkm-3599043814@job.craigslist.org

Wed, Feb 6, 2013 at 6:00 PM

<http://sacramento.craigslist.org/fbh/3599043814.html>

Hello,

I saw your post on craigslist for a FOH, BOH position. I have previous experience working for a catering company doing FOH more than anything. I am a student at Sacramento State and have plenty of free time and reasonable transportation, however I am not going to be available to attend on the 8th. I have attached my resume in this email, if you would take a look it would be very much appreciated.

thank you for your time, hope to talk to you in the future,

Ashley Milton  
4156546050



resume.docx

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