

Demetrice Henderson
502 Bissell Avenue Apt. 4
Richmond, CA 94801
(510) 478-7425
dh00642@gmail.com

Objective: A position with a growing company

Education: **Merced College** **Office Administration** **Merced, CA**
07/1997 to 12/1999

Experience: **Oakland Unified School District** **Oakland, CA**
Food Service (Substitute) 10/2013 to current
Duties: Food preparation, served, and satellite. Food Delivery, cook, etc.

California Cemetery Brokers **Pinole, CA**
Office Assistant (Temporary position) 08/2011 to 03/2012
Duties: Data-Entry, mailing labels, and reports

StaffChex Inc. **Hayward, CA**
Material Handler 07/2009 to 05/2011
Duties: Loading and Unloading trucks, lumping, and processing. Shopping, paperwork, and counting load slips.

Jack London Square Subway **Oakland, CA**
Manager 05/2004 to 05/2006
Duties: Hiring and firing, inventory, preparation, and serving. Cooking, cleaning, opening and closing, and orders.

McCormies & Associates **Richmond, CA**
Office Manager 08/2002 to 02/2004
Duties: Opening and closing, data-entry, and database. Microsoft office, inquires, and reports. Typing 40wpm, intakes, and managed appointments.

Merced College(Work-study position) **Merced, CA**
Clerical Assistant 01/1999 to 12/1999
Duties: Answering multi-phone lines, scheduled appointments, and general office equipment. Microsoft office, database, and data-entry.

References: Upon request