

Shawnet N. Horton

1112 Seventh Ave.
San Mateo Ca. 94402
Phone: (415)400-6245
E-mail: shawnethorton@yahoo.com

Job Title: Stylist

Employer: Kingz & Queenz Barber & Beauty Shop

Dates: 02/01 to 11/2010

**Duties: Greet clients, answer phones, take accurate messages,
Maintained a clean orderly station.**

Job Title: Mail Handler

Employer: United States Post Office, San Francisco, Ca.

Dates: 12/97 to 1/08

**Duties: Dispatched mail to correct locations by states and zip codes, loaded
and unloaded trucks.**

Job Title: Inspector

Employer: Diageo Global Supply, Menlo Park, Ca.

Dates: 7/06 to 9/06

Duties: Inspected bottles for damages, also stocked pallets for distribution.

Job Title: Coin Inspector

Employer: U.S. Mint, SAN FRANCISCO, CA.

Dates: 1/99 to 8/99

**Duties: Inspect coins for dirt, scratches, and disfigured coins. Also made sure
quota was meet.**

Job Title: File Clerk

Employer: Human Rights Commission, SAN FRANCISCO, CA.

Dates: 3/98 to 10/98

**Duties: Prepared invoices file and copied documents, answered office
phones.**

Job Title: Cashier/ Service Persons

Employer: Herman's Fish & Poultry, SAN FRANCISCO, CA.

Dates: 4/95 to 12/98

**Duties: Took accurate orders, prepare food, stocked and took inventory, also
greeted customers**

Skills: MAIL HANDLER, CAREGIVER, CASHIER, FILE CLERK, COIN
INSPECTOR

Education: High School Diploma
Jefferson High School
SouthEast Community College , Excelled in Child Care Dev. Courses

**CA Drivers
License Class:** C (passenger car)

References: Available on request