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# TAHJANEE SINGLETON

## **OBJECTIVE**

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Seeking part-time Customer Associate position in a retail or food service environment that will allow me to utilize my skills and gain experience.

## **FUNCTIONAL SUMMARY**

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- Strong problem solving skills
- The ability to create deep relationships with clients and encourage their commitment to a business
- The ability to work well without supervision and on my own
- Fantastic analytical skills
- The ability to take risks that are always well-calculated
- The ability to contribute new and innovative ideas
- The ability to face problems head-on without breaking under pressure

## **EMPLOYMENT**

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7/22/13 to 8/13/13 **Seton Medical Center** Daly City, CA  
6/13/11 to 8/23/11

### **Receptionist**

- Answering visitor inquiries about the company
- Arranging appointments for guests to meet with doctors
- Organizing and monitoring inflow and outflow of patient and company records

10/28/12 to 1/08/13 **Kohl's** San Diego, CA

### **Sales Associate**

- Ensures that each customer receives outstanding services
- Strong and effective communication
- Sales and managing inventory

8/07/11 to 1/13/12 **Tilly's** San Diego, CA

### **Sales Associate**

- Ensures that each customer receives outstanding services

- Strong and effective communication
- Sales and managing inventory

## **EDUCATION**

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Sept. 2009 to June 2010      Hoover High School  
San Diego, CA

May 2011 to Jan. 2013      The Charter School of San Diego  
San Diego, CA

Jan. 2013 to Current      City College of San Francisco  
San Francisco, CA      Major: Culinary Arts and  
Hospitality

## **ACADEMIC ACHIEVEMENTS/INVOLVEMENT**

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- National Honor Society
- AVID College Readiness Student
- Captain/Starter of Hoover High School Volleyball team  
[September 2010]
- Culinary Arts Hospitality and Management competition  
team [April 2011]

## **REFERENCES**

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Anne O'Doneghue   Supervisor (650) 553-9532