

# Jelani Barber

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**Job Objective:** To greet and provide excellent customer service while maintaining maximum sales.

**Summary of Qualifications:** **Community Relations/Customer Relations**

- Enthusiastically represented the company by professionally greeting clients.
- Maintained records of departmental telephone information to reduce misdirected calls.
- Promptly answered telephone calls to reflect professional corporate image.
- Organize supplies to maintain quality assurance.
- Eagerly greeted each guest while promptly completing transactions.
- Maintained a cleanly atmosphere for guests' enjoyment.

**Work Experience:** **Lucille's Barbeque Belmont Shores, CA "Server"** November 2011- March 2013  
**Maritz Research Long Beach, CA "Telephone Researcher"** February, 2011- November 2011  
**Forty-Niner Shops Inc. Long Beach, CA. "Frontline Cashier"** December, 2010-March 2011  
**Pacific Theaters El Segundo, CA. "Talent"** April, 2010- November, 2010

**Education:** **College, English Creative Writing Major** **2009-Present**  
California State University Long Beach, Long Beach, CA. GPA 3.5

**Goals:**  
Graduate from California State Long Beach with a Masters degree in English Creative Writing.

**Volunteer:**  
**Releford Photography**  
**Model, 2010- Present**  
Participates in building the portfolio of Ryan Releford's photography  
**Catering Assistant, 2010- Present**  
Assists in setting up, memorizing orders, and serving food.

**Skills Summary:**

- Community Relations
- Cashier Experience (3+ years experience)
- Server and Concessions Experience
- Microsoft word / Office Equipment
- Customer Service
- Speak/Write Basic Spanish
- Maintenance Experience

**Recognition:**

- Dean's Honor List- California State University Long Beach, GPA 3.5 Fall semester 2009

**References available**

• Delores Moody	4407 Linden Ave #1 Long Beach, CA 90807	(310)710-3781
• Ryan Releford	17350 E. Temple Ave. #360 La Puente, CA 90744	(310)936-1854
• Robin Izon	1142 Neiola St. Los Angeles, CA 90041	(626)298-2342