

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

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

Recognition:

References available

- Delores Moody
- Ryan Releford
- Robin Izon

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