

# Anisha S. Rolland

## **Objective**

To gain a position where I will be able to learn new skills, and utilize skill sets that I have already learned through my past work and school history.

## Experience

April 2009 – May 2012 Superior Court of California Compton, California

## **Filing Clerk/Student Worker**

- Organize client and case file
- Perform general administrative duties including typing inter-office correspondences.
- Answer phones, print forms and fax
- Assist district judges with obtaining confidential case files from filing room
- Mail legal documentation and correspondences including assigned court date appearances
- Sort and distribute daily mail to district judges offices
- Assist members of general public with compiling documents necessary for filing legal cases
- Compile out-dated files, closed cases and other records to be stored and shipped to archive locations

## Dishwasher

- Clean and sterilize kitchen counters at end of shift
- Clean and wash all dishes and kitchen supplies at completion of shift
- Transfer kitchen supplies and equipment
- Replace and replenish bar glasses, cups, plates, and silverware,
- Trash removal and general janitorial services including restroom cleaning

October 2008- December 2008 See's Candy Long Beach, California

## Seasonal Packaging Attendant

- Prepare and package daily orders for shipment
- Label all packages for daily shipment
- Stock shelves daily to replace inventory
- Maintain orderly staff areas and work rooms which included sweeping and trash removal

## Education

September 2001 – School for Integrated Academics & Technology Long Beach, California August 2005

## **High School Diploma: General Studies**

February 2009 - Present El Camino College Compton, California

### **Major: Business Administration**