

**Laurie L. Cooper**  
3533 Custer St.  
Oakland, CA 94601  
(510)224-6541  
laurie\_lynn\_cooper@yahoo.com

**Summary:** Very Motivated, Independent, Self-Starter, Team Player  
Seeking a position where I can Utilize my Skills

**Job Objective:** MONITOR DAY/NIGHT , 8 months experience  
FOOD SERVICE, 3 years, experience  
HOME CARE, 7 MEDICINE DISTRIBUTOR years experience

**Experience:**

**Job Title: Monitor**  
**Employer:** Volunteers of America  
Oakland, CA  
**Dates:** 6/8 to 3/9  
**Duties:** Front Desk, Medication Count, Serving Meals.

**Job Title: Janitorial**  
**Employer:** CCS Janitorial,  
Seattle, WA  
**Dates:** 1/4 to 12/06  
**Duties:** Cleaning, Mopping and Vacuuming rooms. Window Washing and Laundry.

**Job Title: Food Service**  
**Employer:** Jack n Box,  
Seattle, WA  
**Dates:** 2/04 to 8/5  
**Duties:** Cashier, Cook and Cleaning. Opening, Closing

**Job Title: Home Care**  
**Employer:** Personal Assistant,  
DeSoto, TX  
**Dates:** 1/03 to 5/09  
**Duties:** Culinary Meals, Bathing of Patients and Errand Tasks

**Skills:** RECEPTIONIST, CASHIER, MEDICINE DISTRIBUTOR  
COOKING, CLEANING AND BATHING,

**Education:** Graduate

March, 2013

**To Whom It May Concern**

I am writing to let you know that **Laurie Cooper** is a **hard-working, dependable** team player.

As Ms Cooper's immediate supervisor when she worked as a cook and monitor of Allied Fellowship Service, I observed her being a punctual self-starter, who would volunteer to complete assignments beyond her job description.

If there is need for additional information, please contact me at (510)395-1808.



Roy Mays, Supervisor

**March 13, 2013**

**To Whom It May Concern:**

**This letter is written in recommendation of Laurie Cooper, Peer Counselor at Allied Fellowship Service.**

**Ms. Cooper has been a trusted and valued co-worker and friend of mine since 2008. Ms. Cooper has always expressed her desire to work in the culinary field , because I know what a valuable asset she would prove to have. I have encouraged her to pursue her life dream.**

**In all endeavor Ms. Cooper has been proven to dependable, nutrition, role model and poise under pressure. Ms. Cooper works well independently or in a team environment and she particularly enjoy team inclusion.**

**I recommended Cooper as a good, dependable co-worker, friend and conscientious Educator.**

**Sincerely,**

A handwritten signature in black ink, appearing to read 'Mable Jackson', with a large, stylized loop at the end.

**Mable Jackson**

To Whom it may Concern;

My name is Ke'sha Dennis. I have known Ms. Laurie Cooper for nearly 25 years. Laurie has been a wonderful inspiration in both my children and my own life. She is very enthusiastic, hardworking, eager to learn and these are only a few of her attributes.

Ms. Cooper took care of my children time to time over the years and they are extremely excited every time she's around. She brings great joy when she enters a room and I'm sure your employees and clients will say the same. She has a memorable personality and can light up any room. I am confident that your company will be pleased with Ms. Cooper as a member of your staff.

Thank You,

Ke'sha Dennis

510-703-2445