

Keith E. Raybon II
6475 Cerritos Avenue
Long Beach, California 90805
(562) 567-5311 and (562) 753-6092

OBJECTIVE:

Utilize the skills that were obtained through volunteer experience, education, and the knowledge gained that will assist in achieving a positive career.

Jun. 2011 to Apr. 2012

Superior Grocers

Long Beach, CA

Duties included: Cashier position, operating the cash register, computers, and payment processing equipment and scanners, as well as itemizing and totaling the purchases made by customers. Outside of assisting customers, warehouse receiving, ordering, and stocking grocery products, as well as maintaining the overall cleanliness of the store.

Contact: Supervisor (562) 534-6700

Jan. 2007 to Dec. 2011

Community Baptist Church

Compton, CA

Duties included: Collected, counted, and recorded all offerings collected for Sunday School Department. Assisted additional Sunday School Department's teachers with their lesson plans for youth classes. Read lessons to students and provided assistance with work lessons as needed.

Contact: Corrine Raybon (310) 493-2614

Jun. 2010 to Dec. 2011

Community Baptist Church

Compton, CA

Duties included: Travel with church members to feed the homeless people of Los Angeles, CA. Served hot meals and drinks as needed. Communicated well with the public. Assisted with the set up and clean up.

Contact: Ms. Lenier: (310) 635-9792

Sept. 2010 to Jun. 2011

Millikan High School

Long Beach, CA

Duties included: Completed 40 hours of community service as part of graduation requirements. Set up booths for Elevate program, also cleaned classrooms at Poly High School in Long Beach.

Contact: Millikan High School (562) 425-7441

EDUCATION:

Sept. 2007 to Jun. 2011

Millikan High School

Long Beach, CA

Certificate of Excellence: Four years in PEACE academy

SKILLS:

Microsoft Office computer software such as Word and PowerPoint, and Explorer Internet, which includes searching all websites as needed and light typing. Very well-mannered and respectful. Quick thinking and learning skills as well.