

# Keith Anderson

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## Objective

To obtain a job that will enhance my leadership skills and better prepare me for future job opportunities.

## SUMMARY OF QUALIFICATIONS

- Responsible and reliable.
- Able to deal in a mature manner with problem solving.
- Always willing to help and learn.
- Excellent communication and listening skills.
- Over 5 years of customer service skills.

## RELEVANT EXPERIENCE AND SKILLS

### Skills

- Operating computer programs:
- Microsoft Word and Power point.
- Telephone, office and online etiquette.
- Skills to build a positive and fun working environment.

## EMPLOYMENT HISTORY

Mechanic	Pepboys	Chula Vista CA,	2013 - 2013
Cashier	KFC	San Diego CA,	2010 - 2011
Sales Rep.	Vector Marketing	San Diego CA, 91910	2009 - 2009
Valet	Ace Parking	San Diego CA, 92093	2008 - 2009
Cashier	Burger King	San Diego CA, 92101	2007 - 2008
Custodian	Granite Hill Convalescent	El Cajon CA, 92021	2006 - 2007
Custodian	Boys and Girls Club	El Cajon CA, 92021	2005 - 2006

## EDUCATION AND TRAINING

High School Diploma	Morse High School	2005
Automotives/ Business	South Western College	Present

## REFERENCES

Luis Diaz	Edge Landscaping	619.408.7485
Ernest Gaulden	Hilton Bayfront Hotel	619.823.8817
Makayla Virgil	Starbucks, Shift Leader	619.655.9066