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Donsaneka D. Poole

Objective

Experienced Customer Service, Food Service / Front Office Administrator who enjoys challenge; currently seeking an opportunity to learn and improve skills while using them to benefit the organization.

Experience

4/2010- 12/2012

B-Dub Production Studio

Los Angeles, Ca.

Administrative Assistant / Inventory Clerk

- Managed front office operations
- Tracked and processed inventories
- Compiled and maintained records of inventory
- Managed calendars; planned and organized meetings and events
- Liaise with vendors
- Handled and screened all incoming telephone calls, routine mail and reallocate as required
- Processed client orders, invoices and payments

8/2011 – Present

In Home Supportive Services

Los Angeles, Ca.

Caregiver

- Implement and support client care-plan
- Communication liaison for patient
- Perform household tasks; laundry, shopping, errands and transportation
- Monitor and assist client through daily living activities

Perform personal care activities; hygiene, ambulation, eating, dressing and toileting

12/2012 – Present

Great Beginnings for Black Babies, Inc.

Inglewood, Ca

Volunteer

- Assists in event preparation including décor, invites, food prep & service
- Filing & faxing documents
- Make calls to clients and various organizations
- Supervise volunteer services
- Create office memos & correspondence using Microsoft applications

1/2013-Present

Labor Ready Temporary Staffing Agency

Los Angeles, Ca.

Gate Gourmet -

- Responsible for preparing kitchen tools and equipment, storing, delivering and helping to prepare menu
- Provided warm hospitality and exceptional services to customers
- Exhibited food presentation techniques and safe food handling procedures using techniques obtaining during serve safe & food handler certification
- Assisted in food storage and inventory control activities

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Education

10/2013	New Regal Health Care	Glendale, Ca.
7/2010	New Village Charter High School	Los Angeles, Ca.

References

Dena White, Youth Educational Instructor	(323) 253.6289
Jacquie Hardiman, Administrator	(310) 704.4348
Leslie Griffin, Community Health Outreach Worker	(310) 677.7995