

JUNIA BAXTER
39625 Banyan Tree Rd
Fremont CA, 94538
510-509-4091/jnbaxter8@gmail.com

OBJECTIVE: To gain a career opportunity professionally with a company and to provide the customer service. To excel as an individual who identifies and quickly learns skills and procedures to obtain customer satisfaction. Will possess the adaptability to interact with all levels of staff and management to become an integral part of a successful team.

HIGHLIGHTS OF QUALIFICATIONS

- ◆ Strategically organize the collection of clothing and food donations from several sources.
- ◆ Positive communication skills, easily interacts with customers and caters to their immediate needs as it relates to the business.
- ◆ Additional capabilities in meeting deadlines. Research and abstract reports, handling experience.

PROFESSIONAL EXPERIENCE

Security Industry Specialist INC; Security

San Francisco, CA

- ◆ Observe incidents and report situations before engaging the individuals.
- ◆ Efficiently protected people and their property.
- ◆ Responsible for preventing any incident before it occurs.

Macy's; Cashier

San Francisco, CA

- ◆ Welcomed customers and displayed common courtesy.
- ◆ Assisted customers with their inquiries regarding the store and advertised sales.
- ◆ Routed incoming calls to the appropriate staff person.
- ◆ Consistently handle inventory projects and recovery situations.

Jelani's House INC; Daycare Educator

San Francisco, CA

- ◆ Routed incoming calls and accepted messages for staff.
- ◆ Retained records of incidents, managed behavior, patterns in appetites and sleep.
- ◆ Persistently sterilized supplies, toys and the dining area.
- ◆ Assessed and recorded the children's behavior during play and learning exercises.

Home Depot; Cashier

Martinez, CA

- ◆ Welcomed and assisted entering customers.
- ◆ Organized and processed merchandise purchases, returns, and exchanges.
- ◆ Consistently maintained a very clean work area while restocking merchandise.
- ◆ Efficiently answered customer's inquiries and provided information on the policies.

United States Postal Service; Casual Mail Handler
Oakland, CA

- ◆ Categorized and placed parcels on a conveyor belt to sort them for shipping.
- ◆ Loaded and unlocked packages for shipping.
- ◆ Assisted with processing merchandise purchases, returns, and exchanges.
- ◆ Gathered and repackaged damaged mail.

EDUCATION**Ohlone College** GE-Art
Current**Ultimate Medical Academy, Online** Medical Terminology, CPT, MOB, Key Boarding,**The Loss Prevent Group, Certificate of completion**
Current**SKILLS**

- ◆ Ability to use two-way communication devices.
- ◆ Knowledge of audio visual monitoring equipment.
- ◆ Efficient in scheduling meetings, planning projects, and meeting deadlines.
- ◆ Microsoft Office 2010.
- ◆ Internet Research.
- ◆ Typing

Junia Baxter

JOB REFERENCES

MACY'S

170 Ofarrell St San Francisco, CA 94102-2279

Phone: (415) 397-3333

SECURITY INDUSTRY SPECIALILIST, INC

2880 Stevens Creek Blvd San Jose, CA 95128

Phone: (408) 247-0100

JELANI'S HOUSE INC

1601 Quesada Ave, San Francisco, CA 94124

Phone: (415) 822-5977

HOME DEPOT

1037 Arnold Dr, Martinez, CA 94553

Phone: (925) 335-0223

UNITED STATES POSTAL SERVICE

1675 7th St, Oakland, CA 94615

Phone: (510) 637-4347

Junia Baxter References

Mary Allen
Livermore, CA
Occupation: Lawrence Livermore National Laboratory
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Fremont, CA
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