

# Jessie Chambers

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## Objective

Interested in a long term position in a growing company, with both personal and professional growth opportunities. Where I can contribute my diversified ability positive attitude and demonstrate my hard work for getting the job done

## Profile

Driven Customer service with strong interpersonal and organizational skills with a keen ability to multitask a variety of challenges and responsibilities. Committed to ensure the safety of passengers and respond quickly to emergency situations. Clean driving record

## Experience:

### **In-home Care, Oakland CA**

2011- Present

#### **Personal care aid**

- ❖ Assist with bathing, dressing and grooming
- ❖ Home management tasks including housekeeping, laundry, shopping and errands
- ❖ Prepare and serve simple modified diets according to instruction and assist with feeding as necessary
- ❖ Prepared and maintained records of client development
- ❖ Assisted clients in transportation using a car
- ❖ Provided clients with communication support

### **Coliseum, Oakland CA**

2007-2011

#### **Janitor**

- ❖ Used industrial chemicals and equipment to clean various surfaces
- ❖ Adhered to high standards of cleanliness and attention to detail
- ❖ Wiping, dusting, sweeping & mopping
- ❖ Garbage and trash collection
- ❖ Kept buildings cleaned and in orderly
- ❖ Service, clean, and supply restrooms

### **Walmart, Oakland CA**

2007-2008

#### **Cashier**

- ❖ Greeted customers while entering to the premise
- ❖ Received and processed payments by cash, check and credit card
- ❖ Provided information to customers and guests
- ❖ Stock items when required
- ❖ Balance all transaction at the end of the day for cash reconciliation

### **Del Monte, Fontana, CA**

2011-2012

#### **Warehouse Clerk**

- ❖ Assisted shipping and receiving
- ❖ Matched purchase orders to sales orders
- ❖ Sorted and placed materials or items on racks and shelves
- ❖ Assembled customer orders from stock and places orders on pallets for shipping
- ❖ Recorded amounts of materials or items received or distributed via appropriate computer program
- ❖ Assisted in counting of physical inventory

## Skills and Abilities

- |  |                                   |                            |
|--|-----------------------------------|----------------------------|
| ❖ Outstanding communication and Interpersonal skills | ❖ Data Entry                      | ❖ Work well under pressure |
| ❖ MS word/excel                                      | ❖ Team/individual worker          | ❖ Punctual and meticulous  |
| ❖ Customer service                                   | ❖ Excellent verbal/written skills |                            |
|  | ❖ Self-directed and flexible      |                            |