

Charitte Jones
6601 Sunny Slope dr
(916) 271-4394
Sacramento, CA, 95828
Jonescharitte@yahoo.com

Objective: To obtain a position with an organization that can utilize my customer service skills and allow me to grow as a professional.

Skills & Abilities:

- **Multitasking**
- **Communication Skills**
- **Diverse Populations**
- **Goal Oriented**
- **Organizational Skills**
- **Quality Customer Service**

Work Experience:

Plates

2012- Current

Volunteer Care Aide

Sacramento, CA

- Provided quality customer service in a fast paced restaurant.
- Hostess duties including seating customers, answering phones and assigning server sections.
- Responsible for completing cash/credit transactions.

Tide House Sea Foods

2012-2014

Hostess

- Table side service
- Greet customer's and seat them
- Cashier

King of Curls

2005-2009

Receptionist

Sacramento, CA

- Answered and operated a multiple line phone system.
- Scheduled client appointments and took detailed messages.
- Answered questions and provided customer service.
- Cleaned salon and work stations.

Antioch Baptist Church

2005-2006

Custodian

Sacramento, CA

- Cleaned large church including classrooms, bathrooms, offices, and receptions areas.
- Safely handled and worked with various cleaning chemicals.
- Responsible for setting up and breaking down special events.

Education: William Daylor High School
HS Diploma

Sacramento, CA
2006