

**Charitte Jones**  
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**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