

Arika Chance Wells
32 Argus Ct, Alameda, CA, 94502
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QUALIFICATIONS:

A friendly outgoing person with excellent customer service skills. Highly organized with great follow through. A quick learner. Able to work well as an individual contributor or a team member. An eye for details and ability to turn chaos into order. Works efficiently with all personality types.

WORK EXPERIENCE

November 2010-Currently

Arika Wells Photography

Photographer/Owner

Bay Area, CA

- Customer service, Portrait photography, Architectural Photography, Event Photography, Newborn Photography, Edit Photos, Work with large files and computer documents, Use of Mac and Microsoft Programming, Location Scouting, Processing Payments both Cash and Credit transactions.

January 2009-October 2009

Max & Erma's

Server

West Palm Beach, FL

- Greeted customers, Customer service, and cleaned and organized restaurant as needed. Opened and Closed restaurant, bussed tables, handle cash and credit card transactions, bartending, restock supplies, answered phones in the absence of hostess, multitasked.

November 2007-February 2008

Fisherman's Wharf Community Benefit District

Administrative Assistant

San Francisco, CA

- Responsible for moving office to new location. Managed office in director's absence. Assisted with and organized community events, distributed district notice to merchants. Provided help and advice as needed to merchants and board members. Interfaced with merchants, public agencies and vendors to maintain the cleanliness of the wharf including removal of graffiti and trash. Handled all office needs including: phones, client services, mail, filing, communications, as needed, Internet research, equipment.

June 2005-January 2009

Self-Employed

Dog & House Sitter

Alameda, CA

- Cared for dogs while owners were away on business or vacation. Took dogs to vet appointments for clients. Provided house sitting with some cleaning, inside and outside maintenance, mail and package pickup, service or repair appointments, drop-by maintenance of plants and gardens.

Summer 2004 & Summer 2005

Camp Akili

Camp Counselor

Oakland, CA

- Signed in all camp participants. Maintained respect and organization thorough-out the camp. Helped put together camp activities. Keep head counts of campers. Help keep order with waking up campers in the morning, getting them to breakfast lunch and dinner, making sure every camper is in their correct room at the end of every day. Kept parents updated on overall events and participation.

EDUCATION

Completed 2004

Alameda High School, Alameda California

High School Diploma

Completed 2011

Art Institute of Fort Lauderdale

Associate of Art Degree in Photography

Currently Attending

Canada College, Redwood City, California

Radiology Program

REFERENCES: Available upon request.