

# Charity Owens

1633 Newcomb Avenue, San Francisco, CA 94124  
(415) 678-9095  
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**OBJECTIVE:** To be in a position where my skills and abilities will be utilized to the fullest.

**CAPABILITIES:** Responsible, hard working, dependable, cooperative and detailed oriented  
Work well with a diverse population; work with limited supervision independently or as  
a team member. Highly motivated, committed to achieving exceptional results  
Thrives on challenges and opportunities to assume responsibility

## EMPLOYMENT:

### 2011-2013 Cashier, Popeyes, San Francisco, CA

- Provide customers with quick and accurate services
- Responsible for accuracy of cash drawers and receipts
- Wipe walls, Mop floors and Wax floors
- Prepared and retrieved food, grills, fryers and beverage machines
- Assist customers with any sensitive needs

### 2007 - 2011 Peer Counselor, Bayview Treatment Center, San Francisco, CA

- Registered Desk Log's daily events and client transactions
- Security checks and necessary intervention when needed
- Work with diverse populations Criminal Justice, HIV, sexual minorities
- Maintain accurate and detailed client record
- Attend weekly staff meeting
- Make Referrals to other community providers

### 2005- 2007 New Chance Ministries, Assistant Manager, Oakland, CA

- Act as liaison between staff and client for women re-entering society after incarceration
- Responsible for facilitating process groups and evening meetings.
- Supported women to and from appointments
- Resolved house issues through conflict resolution
- Monitored safety of building and maintained log records

## EDUCATION: Balboa High School, San Francisco

Diploma 1984

Business School of Commerce, San Francisco

Graduated 1985

**Skills:** Windows XP, Windows 07", Networking, Keyboarding, Microsoft Outlook, Business Communication and Office Management, and Switch board.

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References upon Request

February 27, 2015.

To: Hiring Manager

From: Charity Owens

RE: Open Positions

I am applying for employment with your agency. I am sending a cover letter along with my professional resume for your review. I believe that my knowledge and experience matches well with the position you have available.

I have experience working with clients who are homeless and have co-occurring disorders and who have been in the criminal justice system. I work well with diverse populations can work with limited supervision and I'm a team player I like challenges and I'm highly motivated.

I'm available for an interview feel free to give me a call at (415) 678-9095

Sincerely,  
Charity Owens