

# Briaunna Hunter

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## Objective

I am seeking a position in which I can utilize my people skills and prior professional experiences to create the best work environment possible while maintaining growth in business.

## Experience

### Sizzler

Oct 2014-March 2015

- Greet customers at the door to ensure a warm welcoming
- Take orders from customers for food and beverages
- Check customers' Identification Card to ensure they meet the California age requirements to consume alcohol
- Frequently checks in with costumers to make sure they are enjoying their meal and take action to correct any errors
- Collect payments from customers

### Embarcadero YMCA

June 2013-April 2015

- Supervises children during daily activities
- Instructs students on the safe and proper use of equipment
- Interacts with parents on a weekly basis
- Report students physical and educational progress with supervisor and families
- Participate and encourage positive participation of all students in daily activities

### CHALK

June 2012-April 2015

- Coordinate community-based workshops distributing information on local jobs and resources
- Uses computer applications such as Word, email, calendar and other applications as required
- Assist students in completing forms and applications to receive service
- Assists in scheduling applicants to meet with supervisor

## Education

### Skyline College

August 2013-Current

Pursuing a degree in Early Childhood Education

### Youth Chance

High School Diploma

## Skills

- |                 |                            |                     |
|-----------------|----------------------------|---------------------|
| • Open-minded   | • Active listener          | • Positive attitude |
| • Goal oriented | • Clear writer and speaker | • Motivational      |
| • Outgoing      | • Team player              | • Computer savvy    |