

Frances Justice

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OBJECTIVE:

Seeking a customer service position to utilize my 10 years of training and experience to gain additional knowledge and contribute to company goals.

QUALIFICATIONS:

Honest, Reliable	Dependable	Excellent Communication
Organizational Skills	5 Years Cashier Experience	Compassionate Good Listener
Excellent Customer Service	Works Independently	Hardworking, Team Player

WORK EXPERIENCE:

Stocking/Cashier

Goodwill, Las Vegas, NV 02/2015-02/2015
(Temporary work)

- Organized and Stocked Merchandise
- Handled Money/Credit Cards and Debit Cards
- Assisted Customers with questions

Rover Agent

Avis Budget Group, Las Vegas, NV 09/2007 - 07/2013

- Provided customer service in a very busy and fast paced environment
- Assisted customers with cars and contract
- Utilized excellent communication and organizational skills
- Wrote accident reports, checked gas and miles and ensured satisfied customers

Food Server

Clark County School, Las Vegas, NV 09/2007 - 06/2010

- Prepared school lunch for about 800 children.
- Checked food for appearance, temperature, and portion size, maintaining quality standards.
- Accurately and quickly took and placed all food orders.

Caretaker

Special Home, Santa Clare, CA 01/2007 - 08/2007

- Experienced working with adults and children with disabilities
- Conducted daily errands and remained honest, reliable and dependable

Teacher's Aide

Santa Clare County Office, San Jose, CA 11/2006 - 08/2007

- Worked as caregiver for disabled child a privately owned organization
- Catered to children's welfare as well center for Continuing Education for Caregivers.

Busperson/Pantry

Circus Circus, Las Vegas, NV 05/2000 - 10/2006

- Prepared drinks and processed food orders
- Cleaned tables and sanitized facility; communicated make customers help with great service.
- Prepared dessert and salad for steakhouse, buffet, etc.

EDUCATION & TRAINING:

Certificate of Completion Work Readiness Program, Help of Southern Nevada

Certificate of Completion Pantry Help, Nevada Partners, Las Vegas, NV

Cosmetology Training Certificate, California Cosmetology Beauty College, San Jose, CA

High School Diploma, Mount Pleasant High School, San Jose, CA