

Tiffany Dunson

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Objective

An energetic, open-minded, and highly motivated individual seeking a position in the customer service industry.

Skills

Fast learner, strong personable skills, works well independently and as part of a team. Performs excellent under pressure and in a fast-paced working environment. Personal hair stylist and experienced chef for almost twenty years.

Experience

April 2011 – Jan 2012

Delivery Driver, Diligent Delivery System, HAYWARD, CA

- Transported auto parts throughout the Bay Area ensuring packages were delivered in a timely manner.
- Completed inventory tasks such as managing orders, tracking product receipts, maintaining supply records, and loading trucks.
- Delivered stellar customer service to autoshop personnel.

Oct 2009 – Sept 2010

Child Care Worker, Willie Brown Center, SAN FRANCISCO, CA

through JobsNow!

- Supervised youth, kindergarten through eighth grade, in an after school program setting.
- Facilitated group recreational activities, such as sports, dancing, and snack-time.
- Provided one-on-one academic support to youth.

Sept 2000 – June 2002

Badge Handler, Convention Management Personnel, SAN FRANCISCO, CA

Mascone Center

- Conducted security clearance, provided badges to event attendants, and patrolled the premise.
- Welcomed guests in a warm and friendly manner and assisted guests with any inquiries made.
- Performed event preparation tasks, such as organizing gift bags and distributing pamphlets.

Education

2009-2010
2001

CalWORKS Job Readiness Program, Arriba Juntos, SAN FRANCISCO, CA
El Cerrito High School, EL CERRITO, CA

REFERENCES AVAILABLE UPON REQUEST