

Tiffany Dunson

770 Jerrold Ave., Suite E
San Francisco, CA 94124
(415) 678-7423
Sirjulius12@gmail.com

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 Jobs Now!*
- Supervised youth, kindergarden 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 CalWORKS Job Readiness Program, Arriba Juntos, SAN FRANCISCO, CA
2001 El Cerrito High School, EL CERRITO, CA

REFERENCES AVAILABLE UPON REQUEST