

Resume

*Shaqueta Pritchett
7836 Ottawa Way, Antelope, CA 90260*

*(916) 550-2098 Home
(424) 241-6216 Cell*

Santa Monica College, Santa Monica, CA 90405 09/07-12/07, 09/09-12/09, 03/10-06/10

Student Worker Administrative Assistant (\$8.00 hr.)

*Customer Service, Project Completion, Student Liaison, Policy Interpretation, Transcript
Handling, Clerical Task, Data Entry, Telecommunications*

Home Depot Center, Carson, CA 90746 03/2008-09/2010

Security Officer (\$12.50 hr.)

*Customer Service, Validate credentials, Policy Interpretation and Implementation, Regulation
Enforcement, Ensure Safety Procedures*

Mattel Toy Company-Bright Horizon, El Segundo, CA 90245 10/2006- 01/2007

Intern (\$0.00 hr.)

Filing, Mail Distribution, Customer Service, Assist Staff, Utility, Assembler

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References:

Kimberly Evans (Manager), University of California Davis, 1 Shields Ave Davis, CA 95616

(530) 681-3409

Lillian Herragan (Supervisor), US Census Bureau, 15350 Sherman Way, Van Nuys, CA 91406

(310) 384-7026

Darrell Ashford (Supervisor), Home Depot Center, 18400 S Avalon Blvd Carson, CA 90746

(323) 712-0256

Marla Lee (Coworker), Boston Market, 17100 Hawthorne Blvd Lawndale, CA 90260

(818) 300-9804

Ronnie Felder (Supervisor), Santa Monica College, 1900 Pico Blvd Santa Monica, CA 90405

(310) 434-4565

Tiera (Supervisor), Mattel Inc. 333 Continental Blvd, El Segundo, CA 90245

(310) 252-3384

