

RASHALANDA GAINES

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PROFESSIONAL EXPERIENCE

IHSS, SAN FRANCISCO , CALIFORNIA UNITED STATES

in-home supportive services, Feb 2006 – present

- Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands.
- Administer bedside or personal care, such as ambulation or personal hygiene assistance.
- Plan, shop for, or prepare nutritious meals or assist families in planning, shopping for, or preparing nutritious meals.

GIRLS ON THE RUN, SAN FRANCISCO , CALIFORNIA UNITED STATES

Administrative Assistant , Jan 2007 – Sep 2008

- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Make copies of correspondence or other printed material.
- Mail newsletters, promotional material, or other information.
- Prepare and mail checks.

BED BATH & BEYOND , SAN FRANCISCO , CALIFORNIA UNITED STATES

customer service , May 2003 – Jul 2005

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Process merchandise returns and exchanges.
- Stock shelves, and mark prices on shelves and items.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.

EDUCATION

DOWNTOWN HIGH , , CALIFORNIA UNITED STATES

High School Diploma, Jun 2001

ADDITIONAL SKILLS

- Gaurd/patrolperson License#1812156Issue Date March 7, 2013Expiration Date March 31, 2015