

Latisha Logwood
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OBJECTIVE

Looking for an opportunity to enhance my skills while providing excellent customer service.

EDUCATION

• General Education Development Diploma	2013
• Carrington College	2010
• East Bay Conservation Corp	2006
• Berkeley Tech (Formerly East Campus)	2001

WORK EXPERIENCE

- *Private In-Home Care (Temp Job) East Oakland, CA Nurse August 2014-Current*
 - Home management tasks including housekeeping, laundry, shopping and errands
 - Prepare and serve simple modified diets according to instruction and assist with feeding as necessary
 - Assist with bathing, dressing and grooming
 - Assist with toileting, including use of bedpan, commode or toilet
 - Assist self-directing consumers with transfers and ambulation including use of cane, walker, and wheelchair
- *Aerotek (Temp. Agency) - Alameda, CA Kitter/Runner 2014-Current*
 - Support requirements for fulfillment of orders
 - Pick and set up orders in accordance with requirements as stated in procedures
 - Ensure all short orders are fulfilled upon receipt of materials
 - Respond to urgent requests as appropriate
 - Pick stock and replenish stock so that no damage occurs to the materials and items are easily identified
 - Function well as a team member and willingly lend assistance as needed in support of other members, including assisting in other job functions and departments
 - Provide superior customer service to all internal and external customers
 - Maintain a safe and clean work area conducive to creating a pleasant and efficient working environment
 - Demonstrate adherence to quality standards as set forth by management

- Must be willing to move up through the lines of progression
- *Tully's Coffee – Berkeley, CA.* *Barista* *2009-2010*
 - Ensured counters, customer areas are neat, clean and presentable.
 - Maintained sanitized and polished counters, steam tables, and other cooking equipment, and clean glasses, dishes, and fountain equipment.
 - Prepared and served food, beverages, and desserts to customers with a smile with fast friendly service.
 - Take customers' orders fill orders quickly and accurately.
 - Experience using cash registers, calculators, or adding machines
 - Accept and transact payment method and make change when necessary.
 - Accurate upkeep of balanced receipts and payments in cash registers.
 - Maintained accurate inventory count and ordered supplies needed.
 - Maintained patron-dining area for usage and cleared tables each time following use.
- *East Bay Conservation Corp – Oakland, CA.* *Landscaping* *2006*
 - Educational & Work Opportunity
 - Attended courses to complete GED requirements while learning landscaping.
 - Experienced using various tools and equipment such as weed whackers, blowers, and other gardening tools.
 - Maintained cleanliness of local public venues.
 - Increased ability to perform hands on task efficiently.

SKILLS

- Very customer service oriented
- Work well with or without direct supervision
- Proven ability to generate and maintain customer satisfaction
- Hard worker and quick learner
- Medical Terminology

CERTIFICATES

- OSHA 10 Certification Card* *2014*
- Food Handlers Certificate* *2014*