

**Latisha Logwood**  
**2241 9th Street Apt. 5, 94710**  
**Phone: (510) 809-6166**  
**latishalogwood@gmail.com**

---

**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*