

**Brittanie Lea'ea**  
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## **SUMMARY OF QUALIFICATIONS**

- Self-motivated, honest, and dependable.
- Adept at analyzing, researching, organizing, and problem-solving.
- Skilled in handling challenging customers with patience and sensibility.
- Capable of easily and confidently adjusting to change in the workplace.
- Worked in a warehouse, operating heavy machinery.
- Performed clerical work, including data entry & record-keeping.
- Worked as a janitor, including office trash removal, vacuuming, & mopping.
- Provided excellent childcare for ten years.
- Experienced as a caregiver for an elderly, fragile adult, including meal preparation, laundry, & personal assistance.
- Over 9 years of customer service experience.
- Microsoft Office: Word. Type: 60 wpm.

## **WORK EXPERIENCE**

### **Labor Ready**

San Bruno, CA

#### **Food Services Worker**

1/2014 – Present

- Cleaned and organized eating, service, and kitchen areas.
- Notified kitchen personnel of shortages and special orders.
- Prepared daily food items, using proper safety precautions and sanitary measures.
- Monitored and ordered supplies and food items and restocked to maintain inventory.
- Packed food, dishes, utensils, tablecloths, and accessories for transportation from catering and food preparation establishments to their proper destinations.

### **Mervyns**

Daly City, CA

#### **Sales Associate**

January 2012 – June 2013

- Handled stocking and returns.
- Monitored checkout stations to ensure that they had adequate cash available and that they were staffed appropriately.
- Offered customers carry-out service at the completion of transactions.
- Answered customers' questions and provided information on procedures & policies.
- Processed merchandise returns and exchanges.
- Requested information & assistance using paging systems.
- Counted money in cash drawers at the beginning of shift to ensure that the bank was correct.

### **J. C. Penney**

San Bruno, CA

#### **Sales Representative**

February 2010 – April 2011