

JASMINE TURNER BROOKS

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OBJECTIVE:

To obtain long term employment with growth potential with a company where I can contribute my hard working ability and my positive attitude

SUMMARY OF QUALIFICATIONS:

- Strong leadership qualities; able to take charge and get things done
- Strong organizational skills and attention to detail
- Self motivated, honest and dependable
- Strength in analyzing, researching, organizing and problem solving
- Possess excellent written and verbal communication skills
- Accurately counted, recorded and deposited cash receipts
- Provided high quality janitorial skills
- Extremely punctual and take directions well from supervisors
- Ability to learn and progress quickly
- Responsible, resourceful and well organized individual
- Available, eager and willing to hard work
- Dedicated to quality work

WORK EXPERIENCE:

Customer Service 10/15 – 03/16
Safeway San Francisco, CA

- Greet customers in and out of store with a happy go luck attitude
- Process customer returns, answer questions about merchandise
- Ring up customers merchandise on cash register along with bagging groceries for customer

Food Stamp Clerk 08/10 – 09/15
Human Services Agency San Francisco, CA

- Greeted incoming clients; directed to appropriate area
- Maintain and update office files, inventory, mailing lists, and database systems
- Assisted people filling out required documents; reviewed QR7 forms

Medical Records Clerk 06/09 – 09/10
South of Market Health Center San Francisco, CA

- Reviewed medical records; transferred doctors notes into patients files
- Assisted clients with their needs; responsible for directing calls
- Maintained accurate inventory of supplies

EDUCATION:

Mission High School 2001
High School Diploma San Francisco, CA

South East Community College 2008
Business Administration AS/AA San Francisco, CA

VOLUNTEER EXPERIENCE:
Medical Clerk 2009
San Francisco VA Medical Clinic San Francisco, CA

CNA 2011
Arriba Juntos San Francisco, CA