

JASMINE TURNER BROOKS

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Bay Point, CA 94565
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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
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WORK EXPERIENCE:

Customer Service

10/15 – 03/16
San Francisco, CA

Safeway

- 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
San Francisco, CA

Human Services Agency

- 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
San Francisco, CA

South of Market Health Center

- 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

High School Diploma

2001
San Francisco, CA

South East Community College

Business Administration AS/AA

2008
San Francisco, CA

VOLUNTEER EXPERIENCE:

Medical Clerk

San Francisco VA Medical Clinic

2009
San Francisco, CA

CNA

Arriba Juntos

2011
San Francisco, CA