

# La Pondra L. Smith

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**Proactive and energetic professional looking for a position within a company where I can apply the following highlights:**

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## Highlights

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- Works well in high pressure environment.
- Effective customer service and clerical background.
- Active listener.
- Highly organized, with great attention to detail and follow-through.
- Follow established workplace rules and guidelines.
- Proven skills in problem solving, customer relations and organizations.
- Flexible; able and willing to learn new things
- Interact easily with people of diverse background, cultures and professions.
- Demonstrated leadership ability.
- Demonstrated ability to balance all transactions run through assigned register.

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## Professional Experience

In Home Supportive Services – Hawthorne, CA

### Care Provider

- Assists with medication, appointments.
- Lite cleaning (sweeping, moping).
- Run errands.
- Use cleaning solutions for restroom, kitchen.

Gate Gourmet-Los Angeles, CA

### Dishwasher

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- Remove all trash from carts.
  - Sort and apply all appliances and silver to machine.
  - Stock all unopened wine and sodas onto rack.
  - Sort and stock all clean appliances and silverware.
  - Maintain a clean work area.

Wing Stop-Perris, CA

### Cashier

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- Demonstrated ability to balance all transactions run through assigned register, including payments, checks, register receipts, currency and credit cards.
- Offer exceptional customer service to differentiate and promote the company brand.
- Assisted office staff with additional tasks as needed.
- Well versed in performing monetary transactions such as giving and receiving change.
- Great ability to communicate clearly and concisely both orally and in writing.