

# D'onekeo Addison

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## **Objective:**

To obtain work experience that will provide me the opportunity for personal growth and skill development.

## **Summary of qualifications:**

- Highly dependable, reliable, hardworking, and energetic
- Highly motivated to learn new skills
- Work well independently or as a team player
- Excellent interpersonal communication skills
- Outstanding Computer Technology, including Internet, Web Page, HTML, Coding, CSS

## **Work Experience:**

Big 5 San Rafael, CA Jun. 2014 – Aug. 2015

### **Sales Associate**

- Welcome and greet every customers
- Assist all customers with a hand of help when needed
- Sweep, and vacuuming all floors while closing
- Cashiering for back up to assist other employees
- Putting away all go-backs, where it belong
- Stock shelves nicely

Target San Rafael, CA Oct. 2013 – Dec. 2013

### **Sales Associate**

- Stocking shelves, and facing items forward neatly
- Putting away go-backs, where it belong
- Folding, and putting away clothes neatly
- Greet, and assist customers

TJ Maxx San Rafael, CA Jan. 2013 – Nov. 2013

### **Sales Associate**

- Stock shelves nicely neat
- Putting away go-backs, where it belong
- Assist other employees when needed
- Helped employees on the registers to assist customers

## John Zi Campaign

Richmond, CA

Jun. 2010 – Jul. 2010

## Campaign Staff

- Walk door to door to register friendly people to vote
- Set up tables for people to vote
- Sign participants in and out of the arena

## Richmond YouthWORKS

Richmond, CA

Jun. 2009 – Jan. 2013

## **Administrative Assistant**

- Greet and direct program participants, community members and guest upon entering office
- Answering phones, transfer calls and record messages
- Photocopy, email, scan, and file confidential documents
- Create excel spread sheets and enter data into companies data base system
- Conduct and co-facilitate youth focused pre-employment workshops
- Print/distribute weekly employment leads

## **Education:**

El Cerrito H.S.

Independence University

Jun. 2009

Apr. 2016 – Present

#### **References Available Upon Request**