

## **D'onekeo Addison**

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### **Objective:**

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

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### **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
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### **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  
**Campaign Staff**

Richmond, CA

Jun. 2010 – Jul. 2010

- 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  
**Administrative Assistant**

Richmond, CA

Jun. 2009 – Jan. 2013

- 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**