

**Beverlyn Odinma**  
**4645 Springlake Dr, San Leandro, CA 94578**  
**(510) 246-7529 beverlynodinma@yahoo.com**

**Job Objective:** Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization.

**Qualifications:** **-Clerical**      **-Dispatching**      **-Sales**  
**-Team Player**      **- Dependable**      **-Organized**

**Experience:**

**Job Title:** **Customer Service/Dispatcher**  
**Employer:** **AC Square/Comcast Cable**  
**Dates:** **5/14 to 11/14**  
**Duties:** Open accounts, maintain records, resolve product and service problems, and dispatched.

**Job Title:** **Office Manager/Dispatcher**  
**Employer:** **Crayton Plumbing, Oakland, CA**  
**Dates:** **7/11 to Current**  
**Duties:** Schedule and dispatched workers and service vehicles to appropriate locations, according to customer requests and needs, using radios and telephones. Relay work orders, messages, and information to & from work crew using two-way radios. Record and maintained files and records of customer requests, work of services performed, charges, and expenses.

**Job Title:** **Sales Associate**  
**Employer:** **Radio Shack - San Leandro, CA**  
**Dates:** **1/07 to 5/09**  
**Duties:** Sales, Set up new cell phone accounts, Explained contract/policy, Helped train new hires, Answered store phone, Cashier, Customer and personal service, Open and closed store.

**Education:**

**Chabot College, Hayward, CA**

**Patterson High School, Patterson, CA**

**CA Drivers License Class:** **Class C**

**Honors/Awards:** **Employee of the Month- Certificate of Merit**