

# Anita Johnson

Palo Alto, CA

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **File Clerk**

United Property Associates - Virginia Beach, VA - August 2011 to Present

#### Responsibilities

Solely responsible for filing in multiple departments within the entire company which includes over 400 properties across Hampton Roads and into North Carolina. Organize and file financial and homeowner information. Box and pull yearly records. Administrative support.

#### Accomplishments

Received 4 commendations for my competence and organization

### **Server, line cook, greeter, takeout, dishwasher, a.m. and p.m. prep**

Smokey Bones Bar & Fire Grill - Virginia Beach, VA - June 2005 to Present

Started as a greeter, moved into the kitchen and worked multiple positions, currently a server, used as a back up in other trained positions when necessary.

### **Cashier,floor stocker, baby care attendant**

Walt Disney World Magic Kingdom - Lake Buena Vista, FL - May 2004 to January 2005

Started as a cashier, moved to stocking/replenishment team. Spent last few months attending the baby care facility where we sold baby items, also drop-off area for lost kids

### **Customer service coordinator**

Arby's - 2002 to 2005

## EDUCATION

### **Psychology**

Norfolk State University - Norfolk, VA

2002 to 2005

## SKILLS

POS (10+ years), Organizational Skills (10+ years)