

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)