

# Kahlia Langie

Los Angeles, CA 90011

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Obtain a position in a company, where I can maximize my skills.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Summer Youth Employment/ Clerical Assistant**

Watts Labor Community Action - Watts, CA - November 2014 to Present

Answer telephones, take messages, or transfer calls to appropriate individuals.

- Filing document and record information.
- Operate office equipment, such as fax machines or copiers.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.

### **Substitute Food Service Worker**

Los Angeles Unified School District - Los Angeles, CA

Responsibilities

Cleaning

Serving Students

Cooking

Skills Used

Organize and customer Service

### **Summer Youth Employment/ Teacher Assistant**

Buckner Educational Christian Academy - Los Angeles, CA - September 2014 to November 2014

Supervise students in classrooms, halls, cafeteria, and school yard.

- Assist students individually or in small groups to help them master assignments.
- Prepare breakfast, lunch, and snacks for students
- Clean the school cafeteria and classrooms.

## EDUCATION

Abram Friedman Occupational School - Los Angeles, CA

## SKILLS

- Excellent communication skills (orally and written) , Multi-task , Fast worker , Organized , Basic computer (Microsoft office)

## ADDITIONAL INFORMATION

Great Personailty , Hard Worker