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Summary: To secure a responsible and challenging position, that will effectively utilize my acquired knowledge and experience. To provide my knowledge to the betterment of the company.

Job Summary: Tax Preparer/Marketing Manager, 2 months experience

Jewelry Associate, 4 months experience
Assistant Manager, 3 years 10 months experience
Food Prep Chef, 6 years 2 months experience
Dismantler, 3 years 2 months experience

Work Experience:

Job Title: **Baker**

Employer: Safeway, Fair Oaks, CA

Dates: 04/18/2016 to 08/2016

Duties: As a baker I start work in the very early morning hours to prep and start the donuts, breads and other hand baked items daily. I follow recipes and instructions.

Job Title: **Tax Preparer/Marketing Manager**

Employer: Liberty Tax Services

Dates: 01/12/2016 to Present

Duties: As a tax preparer I assembled client files, data entry of information. Finalized client file, processed paperwork. Customer service

ads, discounts, online/phone/in person. Set up roadside parties, newspaper social media sites, and much more.

Job Title: Manager

Employer: Deli Delicious, Citrus Heights

Dates: 7/15 to 8/15

Duties: As a deli maker, I assembled sandwiches, as well as, salads to customers' requests. I also prepared all food associated with the sandwiched. I did inventory, ordered products, hired and interviewed, provided the schedule, got us on the news. Kept the store clean for inspections. I opened and closed 6 days a week working over 60 hours or more each week. I trained the new employees and worked on marketing and advertising.

Job Title: Team Member

Employer: Subway, Fair Oaks, Ca

Dates: 9/2014 to 11/2014

Duties: As a deli maker, I assembled sandwiches, as well as, salads to the customers' requests. I also prepared all food associated with the sandwiches. I baked cookies and the breads after seasoning some of the different kinds. I closed the store 3 days a week, after counting the drawer and preparing for the next day.

Job Title: Sales Associate

Employer: Walmart, Antelope, Ca

Dates: 4/2014 to 8/2014

Duties: As the jewelry sales associate I would take apart and fix watches. Take care of the 'claim out' products, inventory, displays, and overall maintenance of the jewelry area. I would also help customers' find the products that they were looking for as well as offer alternatives to the ones that we didnt carry. I was also in training to be a Customer Service Supervisor/Manager. I would assist in stocking and cleaning. I was also part of the Safety Team for the store and cashier.

Job Title: Team Member

Employer: Subway, Sacramento, Ca

Dates: 9/2013 to 1/2014

Duties: As a deli maker, I assembled sandwiches, as well as, salads to the customers' requests. I also prepared all food associated with the sandwiches. I baked cookies and the breads after seasoning some of the different kinds. I closed the store 3 days a week, after counting the drawer and preparing for the next day.

Job Title: **Dismantler**

Employer: Select Remedy/Sims Recycling Solutions, Roseville, Ca

Dates: 9/2007 to 3/2009

Duties: I was an electronic recycler-taking apart electronic devices like computers and monitors, etc. for destruction and recycling. I was also a trainer for new employees and a safety manager for the entire select personnel temp. employees.

Job Title: **Assistant Manager**

Employer: Subway, Sacramento, Ca

Dates: 2005 to 2007

Duties: As a deli maker, I assembled sandwiches, as well as, salads to the customers' requests. I also prepared all food associated with the sandwiches. I baked cookies and the breads after seasoning some of the different kinds. I closed the store 3 days a week, after counting the drawer and preparing for the next day.

Job Title: **Agricultural Inspector**

Employer: County of Sacramento, Sacramento, Ca

Dates: 9/05 to 10/05

Duties: We trapped for GWSS because it is a vector of a plant disease known as Xylosma Fastidiosa or Peirce's Disease. This disease is very harmful to our grapes and therefore grape industry. The disease is transmitted when the insect bites into the plant.

Job Title: **Cashier**

Employer: Super Shell Gas Station, Sacramento, Ca
Dates: 3/02 to 10/02
Duties: Gather customer orders, and gave their change. Assembled ordered items. Supervised purchasing, shipping, and receiving.

Job Title: **Administrative Assistant**
Employer: CHDC Head Start for Yolo County, Woodland, Ca
Dates: 3/98 to 11/01
Duties: Maintained A/P and A/R records. Oversaw, as well as, arranged design of the annual State and Federal Budget Grant Applications. Typed, and produced annual grants for review by the School Funding Board.

Skills: Great personality, team player, clerical skills, customer service skills, dismantling of equipment, oral and written communication outstanding, state and federal grant editing.

Education: High School Diploma Received on 1/16/1997
Pennfoster.edu Medical Billing and Coding graduating 1/2016
It Culinary Institute-pending graduation
Yolo County Sheriff's Cadet/Security from 7/91 to 10/95
Servsafe Certified

References: Marcia Waltz, Supervisor, 916-307-8617
Fred Thompson, Owner, 916-392-7445
Brian Rogers, Co-Worker, 916-904-2666