

# Jessica Arthur

4108 Buckingham Rd. Apt C, Los Angeles. CA 90008  
T: 323-481-7874 E: Jaynarthur@gmail.com

**Objective**

To secure a career in which I can exert a professional approach and hard work. It is within this field where I am able to utilize my knowledge, various skills & experience in contribution towards fulfilling the company's values, policies, and develop my career and excel.

**Experience**

**UBER LLC- Driver**

present

Customer service and Driving.

11/2015-

**Enterprise Holdings- Customer Service Agent**

08/2013-01/2016

Customer service, data entry, inventory preparing, and processing contracts.

**UCLA – Administrative Assistant/Sales Associate**

10/2009-08/2013

Customer service, filing, data entry, spreadsheets, getting snacks, emailing clients, cashier, cleaning, and processing funding proposals



Education	<p><b>UCLA</b> present</p> <p>Degree: Bachelors of Arts</p> <p>Afrikan Women's Collective (Senior Advisor, Chair, and Staff member), Afrikan Student Union (Member), Admit Weekend Council (Senior Advisor, Program Activities Chair, Marketing/Advertising Chair), African/Black Coalition Committee 2011 (Volunteer Chair).</p>	08/2009 -
	<p><b>Hollywood High</b> 06/2009</p> <p>Degree: High School</p> <p>Black Student Union (Staff Member), Funding Committee (Student Member), Writer's Club (Staff Member), Senior Class Committee (Design Committee Member), Yearbook 2008-2009 (Editor-In-Chief), Sheik Newspaper (Staff Member), Varsity Cheer Squad (Captain).</p>	08/2005 -
Skills	I have extensive knowledge in Microsoft Word, Excel, PowerPoint, Paint, and Acrobat Reader. I am a fast learner and also have extensive knowledge on working with many customers and tend to do very well with customer service	
Reference	<p><b>Ricardo ♦ Enterprise</b> (310) 649-5400 ♦ 8734 Bellanca Ave, Los Angeles, CA 90045</p> <p><b>Terri Long ♦ Career Advisor</b> (323) 252-9433 ♦ 1338 S. Redondo Blvd, Los Angeles, CA 90019</p>	



b 1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

q 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

c 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

c 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

c 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city .925?

c 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

$$\begin{array}{r}
 1.25 \\
 0.90 \\
 \hline
 2.15 \\
 -0.79 \\
 \hline
 1.36
 \end{array}$$

b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

$$\begin{array}{r}
 21 \\
 7.25 \\
 \hline
 35.50
 \end{array}$$

d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

a 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

$$\begin{array}{r}
 3.75 \quad 2.50 \quad 6.50 \\
 3.75 \quad 1.25 \quad 5.00 \\
 \hline
 7.50 \quad 3.75 \quad 11.50 \\
 \hline
 21.50
 \end{array}$$

**Cashier Test**

**Score** / 15

a

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

a

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? State I.d.

15) How many \$20 bills are in a bank band? 20 ?