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# Jessica Arthur

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## 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.

**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

11/2015-



## Education

**UCLA**  
present

08/2009 -

Degree: Bachelors of Arts

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).

**Hollywood High**

06/2009

08/2005 -

Degree: High School

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).

## 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

**Ricardo ♦ Enterprise**

(310) 649-5400 ♦ 8734 Bellanca Ave, Los Angeles, CA 90045

**Terri Long ♦ Career Advisor**

(323) 252-9433 ♦ 1338 S. Redondo Blvd, Los Angeles, CA 90019



- b 1) A roll of quarters is worth?
- a) \$5.00
  - b) \$10.00
  - c) \$15.00
  - d) \$20.00

- a 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

- c 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?
- $$\begin{array}{r} 1.25 \\ 0.90 \\ 0.79 \\ \hline 2.94 \end{array}$$
- a) \$4.06
  - b) \$2.06
  - c) \$7.06
  - d) \$5.06

- 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?
- $$\begin{array}{r} 21 \\ 7.25 \\ 7.25 \\ \hline 35.50 \end{array}$$
- a) \$19.50
  - b) \$14.50
  - c) \$9.50
  - d) \$4.50

- 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?
- $$\begin{array}{r} 3.75 \\ 3.75 \\ \hline 7.50 \end{array} \quad \begin{array}{r} 2.50 \\ 2.50 \\ \hline 5.00 \end{array} \quad \begin{array}{r} 6.50 \\ 6.50 \\ \hline 13.00 \end{array}$$
- a) \$78.50
  - b) \$58.50
  - c) \$38.50
  - d) \$28.50

## Cashier Test

Score / 15

- 9 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
- 9 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 ?