

Leticia R. Taylor

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Professional summary

My goal is to be able to gain knowledge and experience in servicing people. I am ambitious and ready to learn so I can advance in my career.

Skills

- Type 35 wpm
- Communication skills
- Customer service
- SPSS(Statistics)
- Basic Excel
- Microsoft office

Education

High School Diploma

2011

Wilma Amina Carter High school- Rialto, CA

Associates in the art of Sociology

2015

Chaffee Community College-Rancho Cucamonga, CA

B.A Sociology

June 2017

Cal State University of San Bernardino- San Bernardino, CA

Experience

Intern

December 2, 2016- Present

San Bernardino County Sheriff's Department- San Bernardino, CA

- Logging voicemails then making call backs
- Registering qualifying juveniles into the juvenile intervention program
- Taking the juveniles out to the jail
- Doing follow-up interviews with the parents of the juveniles on their child's behavior

June 25th 2015-October 2016

Recruiter

Robertson's Transport- Riverside, CA

- To answer questions about the Job we were hiring for

- Pass out flyers
- Collect resumes and H-6's
- Keep my kiosk clean

Tutor

October 2015- June 2016

Brain Hurricane-Rialto, CA

- Take attendance
- Provide both in home and school tutoring in math or reading
- Keep a log of the hours I tutor each student
- Provide a pre test and post test to each student

Substitute Program Leader

March 17th 2015- October 2015

Think Together- San Bernardino, CA

- Take attendance
- Manage a class of no more than 25 students
- Provide enrichment lesson
- Help students with homework
- Facilitate and supervise a physical activity for the students
- Make sure the students get properly signed out by a legal parent or guardian

Volunteer

November 2013, 2014, 2015, 2016

Hugo Boss- Ontario, CA

- Provide extra help during thanksgiving and black Friday
- Keep eyes on suspicious customers
- Let customers into the changing rooms
- Bring items from the stock room to up front

References

Available upon request