

Brenda Gardner  
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**OBJECTIVE:**

To obtain a part-time position in customer service.

**WORK EXPERIENCE:**

**McDonald's** July 15, 2014-February 28, 2015

Customer service

Oakland CA.

- Cashier
- Maintain a clean work environment
- Assist customers in food orders

**Brother's Kitchen** May 2013- July 2013

Customer Service

Oakland Ca.

- Assist customers in food orders
- Cashier
- Prep Food
- Maintained a clean work environment

**Youth Employment Partnership Inc.** April 2013- Jun 2013

Intern

Oakland Ca.

- Successfully completed an intensive three week Job Readiness Training Program

**In- Home Support Services** July 2012- April 2013

Caretaker

Oakland, Ca.

- Prepare and monitor meals
- Remind patients of medications
- Provide companionship for elderly individuals
- Providing stabilization and assistance with walking
- Performing light housekeeping tasks (dusting, vacuuming, making beds, changing linens, cleaning bathrooms, kitchens, etc.)
- Accompanying clients to appointments

**Childcare Provider** March 2011-December 2011

*Self Employed*

Oakland, CA

- Supervising independent play
- Instructing children in games, and teaching skills such as drawing, counting and reading
- Provided children with a safe environment

**EDUCATION:**

Youth Employment Partnership Inc. April 2013- Jun 2013

Berkeley Adult High School Diploma in progress