

Maurice Chilton

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Objective

To attain a position in which I can bring organization, responsibility, and energy as well as further developing the aforementioned skills and learning new ones.

Summary

Experience in entry level clerical support/customer relations
2+ years of customer service experience
Works well in fast paced office environment
Highly effective working independently as well as a part of a team
Solid technical background/knowledge

Adaptable/quick learner
Personable w/ a willingness to help in any/all way(s) possible
Excellent communication skills, verbal/written
Excellent organizational skills
Extensive cash handling experience

Experience

Marathon Staffing, Las Vegas, NV

- **Registration Typist: Bio 2016 Convention:** Registered conventioneers, confirmed attendance, processed payments, provided general information the convention.
- **Usher- Lenovo TechWorld 2016 Convention:** Directed attendees, provided direction/assistance, crowd control.

6/2016- PRESENT

Robert Half Legal, San Francisco, CA

2/2016- PRESENT

- **Office Services Clerk:** Scanning/reprographics requests, mail

Kurt S. Adler, Inc., San Francisco, CA

12/2015- 1/2016

- **Shop Assistant (TEMP):** Loading/packing of '15 line, unpacking/stocking/prep for '16 line, assisted customers with purchases and inquiries about products/line, general upkeep of showroom.

On Call! Hospitality Staffing, El Sobrante, CA

3/2015- PRESENT

- **Server/Cashier/Utility/Runner (OC):** Retrieved requested various food and beverage items; operated standard cash register including check/school sponsored credit transactions primarily in a fully functioning concessions stand within a stadium; loading/moving/setting up various catering equipment, delivered food to appropriate station/chef in a college stadium catering department.

U.S. Legal Support, San Francisco, CA

11/2013- 4/2014

- **Production Coordinator:** Scanned, printed, processed, and uploaded a variety of complex legal industry deliverables, regularly packaged and shipped documents, oversaw inventory and stocking production department supplies, entered job processing data into online databases as well as developed new/creative means of improving workflow and product quality; offered clients the highest level of service by providing a consistently quick and warm experience.

Staples, the Office Superstore, Berkeley, CA

1/2011- 2/2013

- **Cashier/Copy & Print Associate:** With the extensive use of various office machines/equipment, processed and produced requested orders. While promoting a warm environment by maintaining a neat and clean workstation, delivered exceptional customer service and effectively built relationships with customers; also operated standard [POS] cash register and received and processed all payments, including check and credit transactions, according to standard procedures.

Volunteer Experience

One Brick (San Francisco Bay Area Chapter) -

11/2015- PRESENT

Contra Costa Civic Theatre, El Cerrito, CA

2/2008-PRESENT

- **Usher/Crew:** Collected tickets, assisted audience members in finding their seats, Operated concessions at intermission, and ensured audience members the most pleasant and enjoyable experience.

Hercules Middle/High School, Hercules, CA

9/2006-06/2008

- **Teacher Assistant(Band):** Organized the band department's immense catalog consisting of their music, regularly maintained library's filing system and updated electronic databases of their collection, and managed teacher's website, email, and other general duties in the office.

Computer Skills

Typing Certificate: 55 WPM

Operating Systems/Software: Windows-, Linux, MAC OSX-/ MS Access, MS Excel, MS Outlook, MS PowerPoint, MS Publisher, MS Word, Adobe Acrobat (-XI PRO).

Education

Hercules High School- General Education/CA Standard Curriculum- Graduated June 2009