

# **Earlasha Jordan**

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## **SKILLS SUMMARY**

### **Administrative Assistant**

- Used computers for various applications, such as database management or word processing.
- Answered telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Created, maintained, and entered information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operated office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Greeted visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Maintained scheduling and event calendars.

### **Messenger**

- Received messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio, or in person.
- Loaded vehicles with listed goods, ensuring goods are loaded correctly and taking precautions with hazardous goods.
- Walked, rode bicycles, drove vehicles, or used public conveyances to reach destinations to deliver messages or materials.
- Sorted items to be delivered according to the delivery route.
- Delivered messages and items, such as newspapers, documents, and packages, between establishment departments, and to other establishments and private homes.

### **Server**

- Examined trays to ensure that they contain required items.
- Placed food servings on plates or trays according to orders or instructions.
- Monitored food distribution, ensuring that meals are delivered to the correct recipients and that guidelines, such as those for special diets, are followed.
- Loaded trays with accessories such as eating utensils, napkins, or condiments.
- Cleaned or sterilized dishes, kitchen utensils, equipment, or facilities.
- Monitored food preparation or serving techniques to ensure that proper procedures are followed.
- Took food orders and relay orders to kitchens or serving counters so they can be filled.

### **Recycler**

- Sort materials, such as metals, glass, wood, paper or plastics, into appropriate containers for recycling. Green Task Statement
- Clean recycling yard by sweeping, raking, picking up broken glass and loose paper debris, or moving barrels and bins. Green Task Statement

- Operate forklifts, pallet jacks, power lifts, or front-end loaders to load bales, bundles, or other heavy items onto trucks for shipping to smelters or other recycled materials processing facilities. Green Task Statement
- Sort metals to separate high-grade metals, such as copper, brass, and aluminum, for recycling. Green Task Statement
- Clean, inspect, or lubricate recyclable collection equipment or perform routine maintenance or minor repairs on recycling equipment, such as star gears, finger sorters, destoners, belts, and grinders. Green Task Statement
- Collect and sort recyclable construction materials, such as concrete, drywall, plastics, or wood, into containers. Green Task Statement
- Extract chemicals from discarded appliances, such as air conditioners or refrigerators, using specialized machinery, such as refrigerant recovery equipment. Green Task Statement
- Deposit recoverable materials into chutes or place materials on conveyor belts. Green Task Statement

### WORK HISTORY

<b>Administrative Assistant</b>	3 months
• Potrero Hill Neighborhood House, San Francisco, CA	
<b>Messenger</b>	3 months
• Doordash, San Francisco, CA	
<b>Server</b>	3 months
• The Halal Guys, San Francisco, CA	
<b>Recycler</b>	3 months
• Bay Copy, San Francisco, CA	

### **Education**

**GED (Expected 2018)**  
Five Keys Charter School, San Francisco, CA