

OBJECTIVE	To continue my career with an organization that will utilize my organizational, management and administrative skills to benefit mutual growth and success.
PROFESSIONAL ACHIEVEMENTS	QUALITY ASSURANCE & MANAGEMENT Position created for me with Homejoy Inc. to utilize my skills and bring brand awareness to new hires. Managed 20+ Cleaners OFFICE MANAGEMENT & CUSTOMER SERVICE General Office Management & Bookkeeping Skills Vendor Management
SKILLS	Organization & Customer Service, Receptionist Catering, Cashier, Bartending, Bar Backing, Compliant Resolution, Production Line Work, Warehouse & Packaging MS Office Suite (Word, Excel, PowerPoint, Outlook), Typing 40WPM CPR Certified, Food Handler Card
WORK HISTORY	TEMPORARY EMPLOYEE-ACROBAT, SACRAMENTO, CA September 2017-Present CARRIER & CUSTOMER SERVICE-SACRAMENTO BEE, SACRAMENTO, CA December 2016- August 2017 CUSTOMER SERVICE-SAFeway, SACRAMENTO, CA February 2016-Decemeber 2016 TEMPORARY EMPLOYEE – STAR STAFFING, FAIRFIELD CA October 2015 – January 2016 QUALITY ASSURANCE MANAGER, HOMEJOY INC., SAN FRANCISCO, CA May 2014 – August 2015 OFFICE MANAGER, RUBIN & RUBIN INVESTMENTS, LLC, OAKLAND, CA January 2010 – January 2014 CAMP COUNSELOR & 2ND COOK, ECHO LAKE CAMP, SOUTH LAKE TAHOE/BERKELEY CA June 2013 – September 2013 (Sumer Vacation Job) BARISTA/CASHIER, PEETS COFFEE & TEA, BERKELEY CA March 2012 – December 2012 (Part-time while in school)
EDUCATION	PURSUING AA DEGREE W/ FILM CONCENTRATION – SACRAMENTO CITY COLLEGE Graduation Anticipate Fall 2019

REFERENCES **TAMI RUBIN**
President, Rubin & Rubin Investments, LLC
(510) 290-8125
OTHER REFERENCES AVAILABLE UPON REQUEST