

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

REFERENCES

TAMI RUBIN

President, Rubin & Rubin Investments, LLC

(510) 290-8125

OTHER REFERENCES AVAILABLE UPON REQUEST