

Chantel Coke

Los Angeles, CA

(323) 915-2004

coke9697@gmail.com

Skills & Abilities:

- Computer Savvy
- Self- motivated
- Works well with others
- Patient
- Good Listener
- Punctual

Experience:

December 2016 – April 2017

Volunteer – YMCA – Los Angeles, CA

- Administrative Assistant
- Supervised youth during after school programs
- Organize and updated program files
- Became a positive mentor to the younger children
- Answered phones as well as transferred calls
- Interacted with parents and members, providing up to date information about the programs
- Worked independently as well as with other youth coordinators

January 2016 – March 2016

Overnight Babysitter – Brandi Hinkson – Los Angeles, CA

- Helped with math, reading, writing, and science homework
- Prepared healthy meals as instructed by parents
- Helped with bathing/grooming
- Organized educational activities

June 2017-August 2017

Sales Floor Associate Old Navy-Culver City, CA

- Sales Floor Associate
- Greeted customers and informed them of current sales
- Maintained the store appearance to create a welcoming environment
- Folded and organized clothes and accessories by size, color, and gender
- Completed online mobile orders utilizing a ipod touch
- Assisted customers with their specific needs

Education

West Los Angeles College – Culver City, CA

AA degree in Business Administration

Transfer to a four year university

College of The Canyons-Santa Clarita, CA
Customer Service Certification-June 2017

Opportunities for Learning – Los Angeles, CA
High School Diploma Awarded

Awards

- Highest Achieving Student of the month
Desert Sands Charter High School
- High Achieving Student of the month
Opportunities for Learning