

# **Chantel Coke**

Los Angeles, CA  
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## **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