

Marquitta Ryan

P.O. Box 881691 Los Angeles, CA. 90009

Cell: 323-873-4484 marquittar@hotmail.com

To Whom It May Concern:

I am pleased to submit my qualifications for the open position with your organization! The opportunity to apply my interpersonal, program evaluation, and critical thinking skills with an organization that is concerned with the advocacy of marginalized and alienated people and communities would be an ideal environment for me.

Although I possess more than 15 years of experience in the social and customer service fields. My passion for helping and empowering people runs very deep, together, I believe these capabilities and life experiences make me an invaluable asset to your organization. With a desire for assisting people, the opportunity to be considered for the open position would be life changing.

Through community engagement, I am familiar with fostering relationships with key stake-holders in the community. My life experience has taught me how to communicate with people from every walk of life. Interestingly, I have found that no one is exempt from life and the various circumstances it brings, and that love is something everyone needs. Life experience has allowed me to organize and plan major events, facilitate and lead workshops and trainings, and teach many people invaluable life skills.

I am looking for longevity in an organization that values their employees and the populations they serve. Your organization is such that I would like to be affiliated. Thank you for your time in advance, and I truly look forward to hearing from your organization.

Sincerely,

Ms. Marquitta Ryan

Marquitta Ryan

P.O. Box 881691 Los Angeles, CA. 90009

Cell: 323-873-4484 marquittar@hotmail.com

Profile

Social Services Professional with experience in the nonprofit sector, specializing in individual and community empowerment, and public relations. Exceptional capabilities in helping individuals reach their potential and connect with resources needed for achievement. Skills include strategic planning, program evaluation and critical thinking. Problem solving and strong interpersonal communication, will aid in identifying barriers that prevent individual growth and transformation. Demonstrated ability in encouraging and supporting people to maximize their full potential and overcome obstacles that have hindered them from the power of forgiveness. With a strong passion for people, these attributes will assist the public in becoming invested members of their surrounding communities.

Education

M.A. Degree, Master of Arts in Psychology, Antioch University—Culver City CA, 2011

Medical Billing & Coding Certificate, Bryman College—Culver City CA, 2005-2006

B.S. Degree, Bachelor of Science in Sociology - James Madison University—Harrisonburg VA, 2002

A.A. Degree, Associate of Arts in General Studies - New Mexico Junior College—Hobbs NM, 2000

Skills

- Word Perfect, Excel, Power Point, & Outlook, type 40 wpm Microsoft Access
- American Sign Language (ASL) and 50% Spanish
- Photoshop, Adobe illustrator, and Microsoft Publisher, Quick Books Manufacturing & Whole Sales
- Faith-Based Community engagement and mediation with youth, homeless, and families for 10 years
- Familiar with social-economic barriers to behavior within disenfranchised and marginalized communities
- Familiar with leading workshops and facilitating organizational campaigns and vision

Qualifications

Founded a faith-based community meal for the homeless called O Taste and See. The holiday community meal continued for 5yrs. From 2009 to 2014 the program was able to feed over 500 people. In the last year of the program we collaborated with other faith-based organizations and facilitated workshops and give-a-ways for the community. Facilitated and taught faith-based classes too youth and coordinated summer activities.

RELEVANT EXPERIENCE

Community Organizer

SCOPE--Los Angeles, CA

11/2009 to 12/2011

Supervised and supported house meetings within clusters at various member homes for recruitment and community engagement. Embedded the vision, mission, campaign, and philosophy of the organization too SCOPE leaders and members. Updated and imputed membership information, tracking of daily activities, and goals accomplished. Ensured members understand and could articulate campaign goals and objectives; increased member retention and investment. Fostered relationships with key stake-holders in the community and facilitated a safe environment at events and meetings that helped nurture collaboration, shared leadership; and mutual respect. Tracked weekly and quarterly reports and queries for active members; conducted annual performance evaluations for improvement of outreach and organizing. Maintained strict confidentiality of member(s) and information about the organization, facilitated, conducted, and participated in regional trainings about the organization and building voter constituencies.

Store Manager

Jendayi Collection—Los Angeles, CA

1/2006 to 10/2009

Addressed program and policy issues, developed best practices and improved service delivery. Recruited, interviewed and made recommendations for hiring; budgeted and ensured the procurement and distribution of site supplies and equipment. Conducted bi-quarterly inventory assessment for store and festival events, checked and responded to internet inquiries and orders via phone and e-mail. Kept track of internet and in store orders from beginning to completion. Checked and balanced all POS receipts and invoices for quarterly taxes. Trained new employees, and delegated assigned task; maintained store up keep and appearance. Opened and closed the store and assisted in creating and updating inventory for all products.

RECENT EXPERIENCE

Seasonal Sales Associate

Banana Republic, El Segundo, CA

11/2018 to 02/2018

Met customer satisfaction with the highest level of concern. Responsible for store up keep and putting apparel in its rightful place. Assisted customers with online orders and reserves and other stores. Created a pleasant environment for customers to shop. Provided product information and asked for assistance when needed. up-sold additional apparel when appropriate.

Machine Operator

Baron HR, Carson, CA

08/2016 to 04/2017

Removed and clipped plastic materials from machine. Placed all materials in boxes with proper papers, tapped and placed on pallet. Responsible for meeting a certain quota each shift for major production and shipping deadlines. Operated various machines depending on orders and products requested.

Accomplishments

Volunteer Mediator for Centinela Youth Services 2017-Present
Completed a fellowship for the Wendy Gruel for Mayor Campaign 2013
Volunteered with Cal Trans for their Cultural Day and Black History month events, 2011-2013
Volunteered for the Pan African Film Festival for 8yrs

References

B. or Sonia Robinson
GNC (General Nutrition Center)
3650 W. MLK Blvd
Los Angeles, CA. 90008
323-291-2731

Wazier Salaam or Monnae Michael
Jendayi Collection: Jewelry That Tells A Story...
629 S. Hill Street Ste. 1120
Los Angeles, CA. 90014
323-898-7468
www.jendayi.co

Fannette Douglas
P.O. Box 2369
Inglewood, CA. 90035
323-413-3229

Cashier Test

Score / 15

- B 1) A roll of quarters is worth?
a) \$5.00
☒ b) \$10.00
c) \$15.00
d) \$20.00
- A 2) A roll of dimes is worth?
☒ a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- D 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
☒ d) \$2.00
- A 4) A roll of pennies is worth?
☒ a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- C 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
☒ c) Point of sales
d) People over service
- 9.50 6) What is the current sales tax rate in your city LA ?
- C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
☒ c) \$7.06
d) \$5.06
- B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
☒ b) \$14.50
c) \$9.50
d) \$4.50
- D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
☒ d) \$12.00
- A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
☒ a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

Cashier Test

Score / 15

- A
- 11) Counterfeit pens should be used on which three denominations?
- ☒ a) \$20, \$50, \$100
 - b) \$10, \$20, \$50
 - c) \$5, \$50, \$100
 - d) \$10, \$20, \$50
- A
- 12) How many times should you count change when giving it to the customer?
- ☒ a) one
 - b) two
 - c) three
 - d) no need to count

Question & Answer:

- 13) What is the minimum age for legal alcohol purchases? 21
- 14) What are the acceptable forms of ID for alcohol purchases? Drivers License
- 15) How many \$20 bills are in a bank band? 5