

# Erica Dabney Haw

*Skilled care provider with background in administration and customer service.*

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## EXPERIENCE

### **IHSS, Los Angeles, CA — Care Provider**

March 2016 - November 2017

Provided in-home care to disabled persons, assisted the severely disabled with daily living and transferring, worked with hospice teams to establish custom care plans unique to the individual.

### **Herb Alpert School of Music, UCLA, Los Angeles, CA — Administrative Assistant**

June 2014 - November 2015

Assisted faculty and students from the front office, bought and ordered office and music supplies for the school, greeted and welcomed potential students, performed safety and security checks on the premises twice daily.

### **Wade Shows, West Palm Beach, FL — Ride Operator**

December 2010 - December 2011

Worked with a specialized construction crew building the RC-48 model roller-coaster at various state and county events, ran safety checks and operated the ride, assisted with security and crowd control.

## EDUCATION

### **J Sargeant Reynolds Community College, Richmond, VA**

June 2008 - March 2009

Studied Arabic and Social Sciences

### **Douglas S. Freeman High School, Richmond, VA — Grades 9-12**

September 2004 - June 2008

High School Graduate

## SKILLS

Experience in bookkeeping and basic accounting.

Excellent oral and written communication skills..

Customer service and sales.

Using Microsoft Word, Microsoft XL, Apple, Powerpoint, QuickBooks and office machinery.

## INTERESTS

Entertainment Industry/Events.

Customer Service.

Administration.

Art and Design.

Office Assistance.



## PROFESSIONAL REFERENCES

**Martha E. Rider - Former Boss**

(310) 399-3759, (310) 403-1388

**Russell D. Veirs - Former Boss**

(310) 825-3402

**Dennis E. Danaeue - Former Client**

(310) 359-2042

## PERSONAL REFERENCES

**Devin Mann - Friend**

(310) 770-9812

**Doris Harris - Friend**

(909) 753-6748



**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
- C 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
- 6) What is the current sales tax rate in your city 0.45 ?  
(4.5%)
- 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

B

- 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 or state ID
- 15) How many \$20 bills are in a bank band? 25