

Erica Dabney Haw

Skilled care provider with background in administration and customer service.

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 Sergeant 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

11110 W Pico Blvd
Los Angeles, CA 90064
(310) 272-3068
erica.511776@gmail.com

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