

Personal Qualities:

Confident

Breneth Chase
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San Fran., CA 94102
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Knowledgeable

KNOWLEDGE & SKILLS

Reliable

Professional, knowledgeable, with the ability to juggle multiple responsibilities in a fast-paced environment. Experienced in customer service, greeting customers, and defusing situations by letting them explain their issue and being a good listener. Computer literate, a self-starter who can take initiative, manage time and achieve performance goals.

Honest

WORK EXPERIENCE

Efficient

Cardservice International (1992-1997)

Northern California Sales Coordinator

Customer Service, Sales, Installation Coordinator

Self-starter

Law Office of Anthony M. Barkett &

Elk's Building Property Management (1998-2004)

Legal Secretary, Front Office Duties, Quick Books, Client Relations

Resourceful

Higher Education Evaluation & Research Group (2005-2012)

Data Entry, Quick Books, Customer Relations, Prepare Charts & Graphs, Research & Prepare Data for Grants

Intelligent

Café Luna (2000-2005)

Food Server, Cashier, Banquets & Private Parties

Professional

EDUCATION & TRAINING

Team-oriented

Lincoln High School, Stockton, Ca (graduated 1988)

San Joaquin Delta College (2000-2005)

Associates in Science in Business Management

Legal Secretary Certificate

Quick Books Certificate