

Personal Qualities:

Confident

Knowledgeable

Reliable

Honest

Efficient

Self-starter

Resourceful

Intelligent

Outgoing

Professional

Team-oriented

Breneth Chase
111 Taylor Street
San Fran., CA 94102
(415)933-2757 • breneth1971@gmail.com

KNOWLEDGE & SKILLS

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.

WORK EXPERIENCE

Cardservice International (1992-1997)

Northern California Sales Coordinator

Customer Service, Sales, Installation Coordinator

Law Office of Anthony M. Barkett &

Elk's Building Property Management (1998-2004)

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

Higher Education Evaluation & Research Group (2005-2012)

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

Café Luna (2000-2005)

Food Server, Cashier, Banquets & Private Parties

EDUCATION & TRAINING

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