

Denajae Jackson

1478 Quesada Ave |San Francisco, CA 94124 | 415.283.7238 |Denajae88@gmail.com

**Education:**

California High School

Graduation Date: 2018

City College of San Francisco

Currently Enrolled

**Skills:**

Programs:

Microsoft Word, Google Docs, Excel, Google Slides, Microsoft PowerPoint, Adobe

Premiere

*Non-Programs:*

Writing, Reading, Mailing, Emailing, Problem Solving, Organization, Cooking, Cleaning, Researching, Typing, Caretaking, Managing, Being Punctual, Assembling Furniture

**Work Experience:**

Courtesy Clerk position at Safeway, retail 2017-2018

Job Duties:

- Sweep, Mop floors
- Sanitize certain areas of store
- Bagging items
- Pushing shopping carts
- Assisting customers daily

Cashier at Rubio's, fast food 2018-2019

Job Duties:

- Sanitize kitchen
- Help prep food
- Organize display, prepare restaurant for customers
- Serve customers with a smile daily
- Dishwashing, Taking out trash, and cleaning tables/counters

Kitchen Volunteer at California High School – San Ramon, CA

2014 – 2018

Job Duties:

- Sanitize the kitchen
- Help cook and clean
- Help organize kitchen
- Serve food to students

**Activities:**

2014 – 2018: Black Student Union

Organize and participate in events.

2014 - 2018: Band Class

Participate in events, fundraisers, performances and volunteering.

2015 – 2018: Robotics

Building and assembling

References available upon request.

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