

Devon Locke

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I am seeking entry level employment with a company that strives for customer satisfaction, with a great environment for employees to grow and advance.

EXPERIENCE

Building Opportunities for Self Sufficiency, Oakland CA —Intern (Program Aid)

September 2017 -Present

- Assist with the daily upkeep and cleanliness of site.
- Light janitorial
- Maintenance/ Handyman
- Light filing & Paperwork
- Working with the overall team and supervisors.
- Communicate the needs for supplies

Self-Employment, Oakland CA—Childcare

January 2015 - Present

- Care for the wellbeing of child under the age of 5
- Feeding of child based on dietary restrictions
- Plan outings and recreational activities
- Grooming of child
- Educational programming

EDUCATION/TRAININGS

B.O.S.S, Oakland CA Readiness/Prep

July 2017 -Present

- Internet navigation
- Mock interviews
- Resume creation
- Soft skills development
- Work etiquette

—Job

REFERENCES

References Upon Request.

Pellissippi College, Knoxville TN— General Education

November 2000 - March 2001

Completed: 2001

SKILLS

- Light Clerical
- Customer Service
- General labor
- Cashier
- Sales

HIGHLIGHTED QUALITIES

- Great communication skills
- Customer service skills
- Outreach
- Teachable
- Punctual
- Reliable
- Hard worker
- Detailed Oriented
- Cultural Competence & Humility
- Work great with other or solo.
- Excellent time management
- Active listener
- Strong integrity
- Receptive