

Jasimine McCowan
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QUALIFICATIONS:

- Work well without supervision
- Ability to multi-task while producing accurate work
- Ability to prioritize and demonstrate excellent time-management skills
- Excellent with customer support services
- Skilled at learning new concepts quickly while working well under pressure
- Intermediate knowledge of Microsoft Office software (Word and Excel)

EXPERIENCE:

12/2017-12/2018 **Felton Institute – FSA**

San Francisco, CA

Custodian

- Daily duties consist of maintaining cleanliness of an early childhood development center (preschool)
- Responsibly I would clean 3 classrooms including restrooms and a multipurpose room for the toddlers in each classroom, which entailed sweeping, vacuuming rugs/carpets, mopping, moving furniture, dusting and wiping down surfaces as needed
- Promptly power washed the play structure, patios and the exterior of the building twice per week to ensure sanitation for the children
- In addition I also maintained the cleanliness of two staff restrooms, staff breakroom and directors office
- Also supported my peers and upper management by floating to other locations as coverage whenever we were short staffed

07/2011-06/2015 **Goodwill Industries**

San Francisco, CA

Material Donations Coordinator

- Promptly respond to all phone and email inquiries regarding the acceptance, collection and transportation of donated goods
- Coordinate donation pick-up schedule with the Transportation team and provide team with weekly donation schedule
- Use Sales Force other internal systems or Excel to track and create reports on donor transactions, donor data and goods donated
- Research local small businesses to establish and develop donor relations by clearly communicating the benefit of donating and highlighting the Enterprise impact of donations received
- Participate in community events on behalf of Goodwill Industries of San Francisco, San Mateo and Marin Counties Donations Department

07/2010-07/2011 **Goodwill Industries**

San Francisco, CA

Administration Assistant/ Data Entry Clerk

- Sort and organize donation receipts for accurate input (including Ewaste products)
- Utilize internet to obtain accurate demographic information for donation receipts

- Enter data into Sales Force database
- Process donation appreciation correspondence via email
- Currently training to accurately prepare the Ewaste report for Government

04/2010-07/2010 **Goodwill Industries**

San Francisco, CA

Retail Sales Associate

- Provided daily customer support
- Directed shoppers to appropriate areas throughout the store
- Arranged and maintained display shelves/racks
- Provided dressing room assistance and monitoring
- Provided janitorial services to store; sweeping, dusting, keeping sales floor clear of clutter and informed supervisor of all safety hazards

Education:

Winter 2013-Spring 2014 **Anne Arundel Community College** Maryland, VA

Social Enterprise Entrepreneurship Certificate Program

Fall 2003-Spring 2004 **San Francisco City College** San Francisco, CA

Bridge to Biotech Program

Certificates:

Bridge to Biotech On-Ramp Certificate – Spring 2002

CJP Professional Development Certificate – Fall 2010

Management Development Certificate – Fall 2012