

Chanella Hunter

CHANELLAHUNTER@GMAIL.COM
• OAKLAND, CA, 94607 • CELL (415) 678-8490

PROFESSIONAL EXPERIENCE

Temporary Administrative Assistant at Casey Family Programs, Oakland, CA 2019

- Ad Hoc Administrative projects
- At the front desk to answer phones, greet guests, etc.
- General project work around invoice payments, filing, etc
- Call handling provider
- Inventory clerk responsibility (Office supplies, snacks, event supplies, personal purchases for executive director)
- Coding/Data Entry (for expenses, account upkeep, current vendor contract maintenance)

Civic engagement coordinator/youth organizing coordinator at Coleman Advocates 2017-present

- Recruit, train, and work with youth and adults in civic and voter engagement activities
- Youth Mental Health First Aid Certified
- Organize youth to influence systemic change in their community
- Develop/facilitate curricula for youth centered workshops discussing current politics and social justice
- Maintain positive relationships with local schools and community organizations
- Evaluate youth development around policy and politics in SFUSD
- Creation of leadership development ladder
- Support a core group of youth leaders through the planning process of a youth led event
- Participated in the planning of organization events

Receptionist at MacQuarie Capital and AirCRAFT Leasing, San Francisco, CA 2016-17

- Scheduling and coordinating staff meetings
- Email correspondence
- Organization of work calendar

Call Center/Delivery Associate at Harborside Health Center, Oakland, CA, 2015-16

- Expert level consultations to patients nationally about the medicinal benefits of Cannabis
- Recommendations of medicine in stock to patients suffering from a variety of ailments
- Replacing stigma with knowledge surrounding medicinal cannabis
- Booking of holistic services and member database upkeep
- Efficiently and compassionately handling complaints and maintaining forefront of customer service

Sales Associate at Christopher Elbow Artisanal Chocolate, San Francisco, CA, 2014-2015

- Knowledge of Artisanal goods and skills to showcase product
- Organizing and refreshing of displays
- Experience with high end boutique clientele
- Online/Phone/Face to face order fulfillment
- Key holder
- Fast paced cashier experience

Sales Associate at Crazy Shirts, San Francisco, CA, 2013

- Worked cash register

- Provided customer assistance and built rapport
- Maintained and organized sales floor
- Worked opening and closing shifts as Key Holder

Intern for Alliance for Educational Justice at Coleman Advocates for Children & Youth, San Francisco, CA, 2010-2013

- Coordinated Alliance for Educational Justice campaign activities with national allies
- Participated in national retreats to work on organizing campaign strategies and outreach efforts
- Led and facilitated workshops for youth and adult members on education issues
- Developed workshop curriculum for youth workshops
- Participated in city, state, and national legislative visits to push for education justice policies
- Developed social media outreach strategies
- Participated in phone-banking and data entry for member communications
- Supported campaign documentation and coordination

Youth Leader/Organizer at Coleman Advocates for Children & Youth, San Francisco, CA, 2006-10

- Developed and facilitated workshops on systemic oppression
- Recruited students to join youth organizing council

Outreach Coordinator at Girls Source, San Francisco, CA, 2004-2005

- Designed content for organizational website to provide resources for young women
- Led educational workshops on reproductive justice

OTHER EXPERIENCE

VOLUNTEER AT THE GLBT HISTORY MUSEUM 2016 - PRESENT

- INTERACTION WITH DIVERSE GROUPS OF LOCAL AND INTERNATIONAL VISITORS
- OCCASIONAL ARCHIVE UPKEEP
- FAMILIARIZING MYSELF WITH CURRENT EXHIBITS

Peer Educator & Organizer at Real Talk, San Francisco, CA, 2006-2007

- Organized school-based events to educate peers on school solidarity
- Developed and supported with school site outreach

Canvasser for Greenpeace, San Francisco, CA, 2012

School of Unity & Liberation Trainings in 2013 & 2018

EDUCATION

City College of San Francisco, San Francisco, CA, 2009-2012

Gateway to College High School, San Francisco, CA, 2005-2008

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Chanella Hunter
Email: Chanella Hunter@gmail.com
Phone number: 415-678-8490

Working Experience:

Company Name: Ajilon Staffing
Dates of Employment: 03/19/17 - Current
Job Responsibility:

- -Serving/Greeting
- -Prep work
- -Bussing tables
- -Wine/Beer

Company Name: Robert Half Staffing
Dates of Employment: 04/1/17 - Current
Job Responsibility:

- -Brand Ambassador
- -Server
- -
- -

Company Name: _____
Dates of Employment: _____
Job Responsibility:

- -
- -
- -
- -

Skills

- -Customer Service
- -Hospitality
- -Serving/Bussing

