

Jady G. Walker
8212 Butternut Dr. Citrus Heights, CA 95621
916-287-5874

Skill Sets:

- Excellent Customer Service
- Phone Etiquette
- Multi-tasking and time management
- Self-starter and team player

Employment:

J & W Housekeeping 01/15/2017-Current
Housekeeper-Manager-Receptionist

Answering, Managing & Scheduling Appointments, Maintain/Clean All Parts Of Customers Residents/Offices, Bookkeeping (QB), Financial Entry, Faxing, Emailing, Scanning, And More.

Bobs Car Wash 05/2014-05/2015
Cashier

Customer Service, Stocking, Cleaning, Sales, Administrative Assisting, Drawer Closing and Appointment Setting.

Burger King Restaurant 01/28/12-5/2014
Front Counter/Drive thru

Work Drive Thru, Front Counter, Customer Service, Janitorial Duties, Stocking, Inventory and Closing.

Captain Handyman by Dave 01/15/11 – 01/01/13
Door to Door Sales

Customer Service, Distributing Flyers, Giving A Sales Pitch for Construction Field and Sales.

Education:

American River College 2018-current
Mesa Verde, Highschool Diploma 2009-2011

References

| Name | Years known | Number |
|-------------------|-------------|----------------|
| Brandon Dickinson | 6 years | (916)524-4203 |
| Amy Lind | 25 years | (916) 896-9210 |
| Shawna Jackson | 1 ½ years | (916)968-4601 |