

RAYMOND DEVORE

60 Cashmere Street San Francisco, Ca 94124 · (415) 417-9494
Email: devoreray@gmail.com

To work in the position of Administrative Assistant in a growing company where exceptional ability to multi-task, solve problems, work effectively in a team, and meet deadlines are required in providing outstanding administrative support to supervisors and managers.

EXPERIENCE

1/2016 - 2/2018

SAFETY INTERN, SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Provided general administrative and clerical support including mailing, scanning, faxing, and copying to management. I performed data entry, scheduled and coordinated meetings, appointments, and updated employee DMV driving records for accuracy and compliance. Updated and submitted facility audit requests, facilitated PowerPoint presentations for trainings.

11/2014 - 12/2015

PUBLIC SERVICE TRAINEE, SAN FRANCISCO DEPARTMENT OF PUBLIC WORKS

Planted trees throughout the city of San Francisco. Serviced bus shelters and cleaned public streets. I performed graffiti removal, and maintained a safe environment for the public.

5/2013 – 1/2014

SECURITY OFFICER, ANI SECURITY

Conducted building inspections, patrolled, and maintained a secure worksite. Performed data entry, also maintained a shift briefing log with timed entries.

EDUCATION

JUNE 2012

HIGH SCHOOL DIPLOMA, FIVE KEYS CHARTER SCHOOL

FEBRUARY 2013

GUARD CARD, GUARD CARD SERVICES

SKILLS

- Strong data entry skills
- Excellent communication skills
- Proficient Microsoft Silverlight
- Proficient in Microsoft Office
- Accuracy
- Task Oriented

First and Last Name: Raymond Devore
Email: Devore-ray@gmail.com
Phone number: (415) 417 9494

Working Experience:

Company Name: Trader Joe's
Dates of Employment: Jun 2018 - March 2019
Job Responsibility:

- - cashier
- - stock shelves
- - Restock inventory
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Company Name: _____
Dates of Employment: _____
Job Responsibility:

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

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Skills

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