

Charlita Johnson
2335 Belmont Drive, Decatur, GA, 30032
charlita_j@yahoo.com
(678) 531 - 9264

OBJECTIVE

Pursuing a professional occupation within a diverse organization, where my professional skills and education will allow me to commit to delivering quality service, success, and productivity of the organization.

QUALIFICATIONS

- excellent verbal, written and interpersonal communication skills
- Flexible, while demonstrating understanding with peers and maintaining a positive attitude
- Computer literacy with multiple programs and applications
- Ability to meet challenging demands in a fast-paced environment

PROFESSIONAL EXPERIENCE

Family Childcare Services 2019-present Decatur, GA

Administrative Assist/ Childcare Professional

- Maintain polite and professional communication via phone, email and mail
- Develop and maintain filing system
- Create lesson plans, and schedules for early child development

Bernard 2018-2019 Jacksonville, Florida

Customer Rep/Outbound sales

- expertise in products and services to recommend based on the customers needs
- multitasked using multiple computer programs
- worked closely with peers and supervisors to maintain best practices for department initiatives

Jim's Formal Wear 2017-2018 Lithia Springs, GA

Final Inspector

- Made sure items left the building in excellent quality
- Alphabetized orders by ship date, store name, and production number
- Ensured that all orders were completed in a timely manner

Wal-Mart 2016-2017 Union City, GA

Customer Service/ Inventory Handler

- Provided customer service in various departments such as self - checkout, electronics, and jewelry
- Stocked and labeled items to ensure quality level of inventory
- Processed transactions at a cash register for customers purchasing items

Contemporary Services Corporation 2014-2016 Atlanta, Georgia

Event Coordinator I

- Secured premises and personnel by patrolling property, inspecting buildings, equipment, and access points
- Checked purses, pockets, and bags for suspicious items prior to permitting entry
- Checked and verified tickets
- Enforced venue policies and procedures while providing excellent customer service to event attendees

EDUCATION

Bioscience Technology	Atlanta Metropolitan State College	Fall 2018- Present	Atlanta, GA
High School Diploma	Forest Park High School	May 2014	Forest Park, GA