

**Deanna M Mouton**

**Objective** To gain experience with in the business aspect as well as to gain a sense of professionalism while I am still able to succeed in what ever may cross my path.

**Education**

**Metropolitan State College of Denver, Denver, Co**  
Criminal Justice- degree in progress June 2010 to July 2010

**La Guardia Community College, Long Island City, New York**  
Paralegal studies- degree N/A March 2006 to December 2008

**City College of San Francisco, San Francisco, Ca**  
Nursing- degree N/A August 2004 to December 2005  
Criminal Justice- 4 year transfer June 2009 to December 2009

**Skills** Customer services, Microsoft word, excel, and power point efficient. The ability to multi task with a fast pace and constant improvement. Defiant leadership skills. Knowledge of the preparation of legal documents, summons, complaints, power of attorney's, verified answers and complaints. Knowledgeable in paralegal aspects. Cashier and register experience. Restaurant and food service hospitality experience. 40-50 wpm. Internet experienced. I am also an operative worker and I also work well as an individual. Efficient office skills available, phone service and customer service representative skills as well.

03/06-12/08 **Mentor/Sales Representative**  
Hennes and Mauritz NY, NY

- Provided excellent customer service and customer service training.
- Trained employees and interacted closely with management and store manager.
- Maintained and helped run sales floor.
- Opened and closed sales floor accordingly.
- Training associates in the operations and maintainance of the cashregister.
- Knowledge of the operations of the fitting room as well as the rules and regulations that followed.
- Assisted with LP and the specific duties performed.

11/04-12-05 **Acting Assistant Manager**  
Gap Inc. Sf, Ca

- Ran customer service training classes and register training classes.
- Put together strategic plans on making store goals and personal employee goals.
- Operations skills ie: Scheduling for the entire store.
- Opening and closing of registers.
- Prepared bank deposits, counted registers, store sales, actual, conversions, UPT, and store returns.

**Additional** Dean's list 2007, 2008, 2009, 2010  
Special Olympics volunteer 2000-2002  
Participated in volunteer work for nursing homes, homeless shelters, and church organizations in association with food services to the homeless.