

Destiny R. Jackson

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Hawthorne, CA 90250

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Office Assistant/Reception

Skills and qualifications

- Computer proficiency and technical skills in Microsoft Office: Word, Excel, Powerpoint; 35wpm
- Familiar with the POS Cashier System, cash register operation and cash handling
- Strong customer service skills including problem solving and critical thinking
- Excellent communication skills and good interpersonal skills; Works well with others
- Ability to multi-task and prioritize; Strong team leader and productive team member
- Familiar with all standard office equipment and procedures

Experience

Administrative Aide **South Bay One Stop, Inglewood, CA** **07/2015-Present**
Receptionist and Data Entry Clerk performing all duties in support of a fast-paced employment center, including Answer phones and route calls to specific people; Answer inquiries about services. Greet visitors warmly direct them toward a variety of activities. Call persons waiting for visitor and book them a room to meet in. Validate parking tickets; update appointment calendars send fax make copies. Take and relay messages.

Neighborhood Watch **Cal Ned Inc. Los Angeles, CA** **04/2014-11/2015**
Patrol the area to ensure that guests and the neighborhood is safe and that there aren't any disturbances.

Cashier/Server **Olde Tyme Ice Cream, Los Angeles, CA** **06/2014-Present**
Skilled in providing prompt and friendly customer service. In-depth knowledge of operating cash register and maintaining cash drawer well versed in performing monetary transactions such as giving and receiving change. Able to maintain clean, neat and correctly stocked check stand and safe and secure work area.

Cashier **Standard Parking Plus, Los Angeles, CA** **04/2013-11/2013**
Answer customers' questions, and provide information on procedures or policies. Sell parking spots at venue to ensure the customer has a parking spot. Greet customers entering establishments. Issue receipts, refunds, credits, or change due to customers. Maintain clean and orderly checkout areas.

Security Guard **Securitas, Los Angeles, CA** **04/2008-06/2010**
Observes and reports activities and incidents at an assigned client site, providing for the security and safety of client property and personnel. Preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises. Controls access to client site or facility through the admittance process.

Education

Washington Prep High School Graduate, Los Angeles, CA
El Camino College Graduate, Torrance, CA