

Jasmine R. Miller

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Summary of Qualifications

- Able to communicate effectively with customers, employees, and other individuals that need answers to questions.
- Able to disseminate or explain information, take orders, and address complaints.
- Comfortable with accepting payment from customers, and making change accordingly.
- Educated about the structures and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Possess knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer's satisfaction.
- Able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Able to give full attention to what people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.

Professional Experience

HouseKeeper

Self Employed	Greater Seattle Area	Oct, 2018-Present
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- Clean kitchen, bathrooms, and any other rooms specified
- Sweep, vacuum, mop all floors
- Clean windows and window sills
- Dust and wipe all surfaces
- Schedule with all customers
- Handle and calculate all payments from customers
- Keep track of inventory and supplies maintenance
- Handle vehicle care and navigation
- Occasionally handle organization and decluttering for clients
(Several high cleaning reviews can be provided if requested)

Team Leader

Jack in the Box	Monroe, Wa	Dec, 2016-Dec, 2018
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- Fill out daily Food Safety Paperwork
- Monitor other employees
- Give out breaks
- Count safe money

- Assign register tills
- Help customers
- Make sure all employees are following food safety procedures
- Handle shipments

Director of Operations/Ranch Manager

Shining Star Ranch and B'n'B	Monroe, Wa	December, 2015-July, 2016
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- Handles supply orders and inventory
- Handles payments to contractors, vendors and other expenses via company checks and company credit cards
- Keeps petty cash available
- Manages the day to day operations of the ranch, has staff check in for shifts send photos to both her and lindsey of bathrooms, cleaning before and afters, common areas, horse care and dog care and any other such task that proof is needed for completion
- Tracks and manages hours and keeps us on budget for the current season
- Tracks and manages reservations and alerts the team to new reservations, for people and dogs, trail rides and other crucial customer interest
- Audits and makes sure guests have paid for services, items and rooms
- Check in guests
- Manage resident animals
- Clean property and facilities
- Schedule tours
- Give tours
- Interview, hire, and train employees

Customer Service Rep.

Jackson's Food Store	Clear View, WA	March, 2015- Sept., 2015
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- Cashier
- Stock drinks/food
- Stock cooler/freezer
- Clean inside/outside of store
- Clean pumps
- Operate store alone
- Greet/help customers
- Prepare coffee/hot food
- Clean appliances
- Help customers
- Close store

Crew Member

McDonald's	Monroe, WA	April, 2013- October, 2014
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- Passed 90 day probation period
- Cashier for drive thru/front counter
- Clean lobby, bathrooms, and outside play area
- Stock supplies when necessary
- Maintain sanitation, health, and safety standards in work areas

Education

HS Diploma/GED

Monroe High School	Monroe, WA	Class 2011
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