**Latifah Solomon**

92 Vine ST 2b

Hartford, CT

06112

(860)206-1828, (860)833-5815

Mzladie115@yahoo.com

Objective

To be part of a company that there is room to learn and grow with.

Employment

\*Let Us Help Law Firm-Receptionist, (04/2007-10/2010), **DUTIES-**answering phones, filing paperwork, greeting all persons that enter and exit office, Entering data into computer.

\*Jamaican Mi Hungry-cashier, (04/2004-06/2006), **DUTIES-**running cashier, preparing and serving food, greeting all customers.

\*B-Clean Janitorial Services-Janitor, (03/2002-03/2004), **DUTIES**-cleaning various offices and buildings.

Education

\*East Hartford High School-Diploma, (1999-2003)

\*Hartford Neighborhood Center-certificate, (2006-2007), Computer Education

Other Experience

Microsoft Office-MS Word, Power Point, Excel, Publisher, Outlook, Mail-Merge, Data Entry, 10 Key

References Available Upon Request