JAZMIN JOHNSON

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P.O. BOX 695

Hartford, CT 06154

(860) 794-4359

**OBJECTIVE:** Seeking a challenging position that will utilize my skills/education.

**PROFESSIONAL SKILLS:**

Moderate Spanish Customer Service Skills Office Procedures

Telephone Etiquette Data Entry Filing

Typing Team Player/Dependable Confidentiality

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**EMPLOYMENT HISTORY:**

3/2010- Present **IDEAL HEALTHCARE, LLC, EAST WINDSOR, CT**

Receptionist/ Office Clerk (Per-Diem)

Duties include answer phones, check voicemail messages, greet customers / vendors, scheduled appointments. Filing, making charts, weekly invoices.

10/2011-Present **HEBREW HEALTH CARE**

Wait staff

Duties include food preparation, serve and deliver infection control, housekeeping, inventory, stocking and assist co-workers in completing tasks.

2/2010 – 09/2011 **TACO BELL/ KFC, EAST WINDSOR, CT.**

Team Leader duties includes training employees, open and close store, balancing cash register, preparing foods, transferring money from customer to cashier, drive thru customer service, inventory and stocking of utensils, greeting customers, using customer services skills while dealing with the public, keeping dining area sanitary.

**EDUCATION:**

8/2010 to present **MANCHESTER COMMUNITY COLLEGE, MANCHESTER, CT**

English/ Anatomy I & II/ Chemistry/ Microbiology

8/2009-5/2010 **ASNUNTUCK COMMUNITY COLLEGE, ENFIELD, CT**

English/ Algebra/ Psychology

8/2005- 6/ 2009 **EAST HARTFORD HIGH SCHOOL, EAST HARTFORD, CT**

Academic Studies/ College Preparatory Studies, earned college credits

**Volunteer Experience:**

4/2005 – Present **Kay-Bee Daycare, East Hartford, CT. Office & Teacher Assistant**

Assist with helping children with independent learning skills and motor skills. Planned events, prepared lunches and communicate with the parents.

**REFERENCES AVAILABLE UPON REQUEST**