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Lorraine Nue

From: Zahra Osman <zahraosman2+vr8@indeedemail.com>
Sent: Monday, July 20, 2015 11:39 AM
To: Church Office
Subject: Application from Zahra Osman for Cemetery Manager, Washington, DC
Attachments: Zahra_Osman.pdf



Zahra Osman applied to the job [Cemetery Manager in Washington, DC](#) on [Indeed](#)

Reply to this email to contact Zahra Osman via Indeed, or contact at: zahraosman2+vr8@indeedemail.com | (202) 779-4324

Zahra Osman

osmanzahra95@gmail.com | (202) 779-4324

Washington, DC 20016

I would like to work for a company that will enhance the skills I already have as well as provide the opportunity for personal and professional growth and advancement opportunities

Work Experience

Cashier/Customer Service/Metro PCS Authorized Dealer/MD Lottery Representative

Kash King Financial Services - Silver Spring, MD

August 2014 to Present

Responsibilities

I cleaned the whole store. Took out trash, made coffee for the lottery customers, rang the customer's tickets/scratch tickets. When the customers are playing online games that are limited in time, I worked both lottery machines by myself to accommodate to the customer's liking. I've done western union money transfers as well as cashed checks if needed. I am a Metro PCS Authorized dealer as well.

Accomplishments

I gained every loyal customer's trust, built a relationship with everybody. Sold 3 \$5 scratch tickets, a \$1 scratch that had 1,000 on it. Kash King is a super agent which means we can pay out up to 5k. I built up the store's lottery gross sales.

Skills Used

Great customer service, good communication with peers, used peer mediation to my advantage, leadership skills. Integrity, working under pressure.

Barista/Cashier

Starbucks Coffee

November 2013 to Present

- Washed dishes.
- Cleaned coffee urns
- Swept floors.
- Cleaned the restrooms.
- Operated the register.
- Memorized and made drinks.

Hostess

Cactus Cantina

August 2012 to July 2013

- I greet and seat customers.
 - Completes all designated tasks.
 - Operated telephone and scheduled customer reservations.
-

Education

High School Diploma

Freestate Challenge Academy - Aberdeen Proving Ground, MD

2012 to 2012

N/A

Woodrow Wilson HS - Washington, DC

2009 to 2012

Skills

Skills Project positive image and communicate effectively, Arrive to work on time, Stay on task by organizing and prioritizing work to be done, Respond appropriately to supervision, Follow directions and listen effectively, Maintain personal appearance appropriate to a business, Work as a member of a team, Work harmoniously with diverse races, sexes, ages, and cultures, Demonstrate proper use of telephone procedures and etiquette, Perform cashiering procedures, Follow safety procedures and proper directions, Typing 50 WPM, Money Management, Data Entry, PBX System (6 years)

Awards

The Commanding General's Coin Of Excellence

November 2012

District Of Columbia Army National Guard

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From: James Moffitt, Jr. <jamesmoffitt5+f9t@indeedemail.com>
Sent: Monday, July 20, 2015 1:03 PM
To: Church Office
Subject: Application from James Moffitt, Jr. for Cemetery Manager, Washington, DC
Attachments: James_Moffitt_Jr.pdf



James Moffitt, Jr. applied to the job [Cemetery Manager in Washington, DC](#) on [Indeed](#)

Reply to this email to contact James Moffitt, Jr. via Indeed, or contact at: jamesmoffitt5+f9t@indeedemail.com | 703-565-7760

James Moffitt, Jr.

Hard-working team leader with integrity and moral values!

jjmoffitt@rocketmail.com | 703-565-7760

Manassas, VA 20112

My Customer Service skills are outstanding, my ability to learn is unparalleled, and my drive is the strongest part about me. I am capable of handling large work loads, meeting and exceeding goals, and delivering results as well as setting an example for my peers.

I enjoy challenging work, dead lines, the chance to work amongst a team and by myself, and the opportunity for growth.

I enjoyed working with animals at Dogtopia. Animals are a passion for me. I also loved the job satisfaction of working with Quickbooks, handling customer's problems, and offering solutions.

Work Experience

Delivery Driver/Customer Service

Papa Johns Pizza - Charlottesville, VA

August 2014 to March 2015

Responsibilities

Delivered Pizzas in a timely and safe manner, answered phone orders as well as placed in-person orders. Processed payments at cash registers. Kept stock and inventory of all goods. Effectively planned routes for team and drivers. Cleaned, prepared, and closed business for the next day.

Accomplishments

I was given a performance-based promotion and brought a great attitude, winning drive, and results for my fellow team members.

Skills Used

Cash Register, Map reading and routing, handling phone calls, and inventory skills.

QuickBooks Tech Support

Intuit - Fredericksburg, VA

February 2014 to July 2014

Responsibilities

Answered phone calls, provided technical support for all customers using Quickbooks Online, promoted other Intuit products, maintained records of all phone and customer relations, and met as team to determine goals, strategies, and other problem solving methods.

Accomplishments

Set a prime example of an excellent employee for my peers. Added charisma, determination, and integrity to the work atmosphere. Went above and beyond to satisfy all customers and produce results.

Skills Used

Microsoft Outlook, QuickBooks Online, Microsoft Excel, Microsoft Word, basic computer knowledge, advanced computer knowledge and technology support for multiple devices

Pest Control Technician

GreenStar Pest Control - Manassas, VA

February 2012 to December 2013

Responsibilities

Provide safe and effective pest control techniques and chemicals to affected areas. Promoted sales and other business related products. Obey all laws concerning pest control chemicals and safely store chemicals. Maintain truck, clean appearance, and relations with customers. Report and keep record of all pest control chemicals applied, amounts, and areas and file for records.

Accomplishments

I safely applied chemicals, stored them safely, continued to increase my knowledge and influenced the others around me to better themselves as well.

Skills Used

Held a Pest Technician License, operated several different pest applying devices, machines and applicators. Obeyed safety, state, and federal laws. Record keeping, graphing, and customer service.

Dog Daycare Attendant

Dogtopia - Chantilly, VA

September 2011 to March 2012

Responsibilities

Provided a safe, fun, and sanitary environment for all dogs attending the daycare. Would supervise anywhere from 10-30 dogs, large and/or small breeds. Constantly learned information on dog behavior, instincts, how to take care of dogs, interaction methods and more. Vigorously cleaned rooms everyday, fed dogs, administered medicine and diet supplements, provided comfort for dogs, and built relationships with every dog.

Accomplishments

Became a great example of a hard-worker, a team leader, and an outstanding source for learning. Pushed co-workers to strive for more. Performance-based promotion to Closing duties. Constantly came in to cover other employees shifts.

Skills Used

Dog behavior skills, animal caretaker skills, sanitation and cleaning, and overall pet knowledge.

Education

High school diploma

Osborn High School

Skills

Quickbooks, Microsoft Word, Power Point, Excel, and Office, Cash Register savvy. (5 years)

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Lorraine Nue

#3

3 pages

From: jrenee0606@aol.com
Sent: Monday, July 20, 2015 3:47 PM
To: Church Office
Subject: Cementary Manager
Attachments: Blank cover letter 2014.doc; JRS 2014 NEW RESUME.doc

5909 85th Place
New Carrollton, Md 20784

Hiring Official:

Enclosed is my resume which I hope you will consider for the above-referenced position. I believe my qualifications are commensurate with the requirements in the job announcement. Prior to retirement, I worked as the office manager for Verizon Telecommunications. I am available to discuss my qualifications with you at your convenience. You can reach me at (301) 908-4170 or (301) 559-7872, jrenee0606@aol.com to schedule a time for discussion.

Thank you in advance for your consideration.

Sincerely,

Jacqueline R. Stanard

JACQUELINE R. STANARD

jrenee0606@aol.com

301-908-4170 - Mobile

301-559-7872 - Home

5909 85th Place
New Carrollton, Md 20784

TECHNICAL SKILLS:

- Proficient in Microsoft Word, Excel, and Outlook
- Basic Help Desk procedures

WORK EXPERIENCE:

First Baptist of North Brentwood, North Brentwood, MD

Facilities Assistant/Team Leader

July 2011 - Present

- Maintains records of supplies and assists with ordering supplies when required
- Guide other employees in all aspects of facilities maintenance according to established guidelines
- Assist with processing of time and attendance.

Verizon Telecommunications, Lanham, MD

Office Manager

June 1974- June 2008 (Retired)

- Distributed equipment to technicians for leasing to homes and businesses
- Maintained records of all equipment utilized by various Verizon technicians
- Secured equipment for daily use and provided excellent customer service to internal and external customers
- Assisted the Facilities Manager for the downtown Washington, DC Verizon office buildings

VOLUNTEERISM:

Jazzercise, Inc.

March 2008 – March 2014

Assists students with new membership and registration; maintains daily attendance records; assures instructors have all needed equipment and provide other assistance as needed.