

Charlene Ray-Abrams
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Objective:

A challenging position as an Office Assistant in an exceptional Government Office.

Experience:

Jessie A. Hall

Personal Assistant/Assistant Property Manager

Elk Grove, CA
11/01/2015 to Present

- Prepared lease and rental agreements for lessees and collected specified rents and impounds.
- Arranged for alterations, maintenance, upkeep and reconditioning of property.
- Employed services of security, maintenance and grounds keeping personnel if required.
- Advised clients relative to financing, purchasing and selling property.
- Assisted with eviction of tenants.

ABC Bartending College

Bartender

Sacramento, CA
04/01/2015 to 06/01/2016

- Mixed and served alcoholic and nonalcoholic drinks to patrons of bar, following standard recipes.
- Mixed ingredients, such as liquor, soda, water, sugar and bitters, to prepare cocktails and other drinks.
- Served wine and draught and bottled beer.
- Collected money for drinks served.
- Ordered and requisitioned liquors and supplies.
- Arranged bottles and glasses to make attractive display.
- Sliced and pitted fruit for garnishing drinks.
- Prepared appetizers, such as pickles, cheese and cold meats.
- Cleaned and maintained work area.

Acrobat Outsourcing

Server

Rocklin, CA
06/01/2015 to 06/01/2016

- Greeted and took drink and dinner orders from Patrons.
- Served beverages and dinners to Patrons.
- Handled monies regarding Patrons form of payment.
- Assisted with other employees if they needed assistance.

Sacramento County IHSS

Personal Assistant/Caretaker

Sacramento, CA
07/01/2007 to 11/01/2015

- Laid-out employer's clothing and assisted employer in dressing.
- Washed and groomed employer's hair, shaved face, manicured nails, gave body and facial massages, and applied cosmetics.
- Changed linens and made employer's bed.
- Cleaned employer's quarters.

Education:

ABC Bartending and Casino College

Bartender Certificate

C.K. McClatchy High School

High School Diploma

California State University Los Angeles and CSUS

Sacramento, CA
2015
Sacramento, CA

Reference: Available upon request