EDWARD JONES
4032 Hunter Street
Stockton, CA 95215
(209) 877-2289

Objective: Seeking a position, where I can offer positive contributions using my Bi-lingual (Spanish) speaking skills, excellent customer service experience, positive attitude, and abilities to the benefit of my employer and myself.

Employment History:

Roosevelt Elementary School 2005 - Present
Stockton, CA
Receptionist

Ricabee Rescue 2005 - Present
Stockton, CA
Animal Rescue Worker

Summary of Qualifications:

- Bi-lingual (Spanish)
- Customer Service
- Receptionist
- Multi-line telephone System
- Filing
- Distribute Supplies
- Exercise Animals
- Prepare Well Balanced Meals for Animals
- Familiar with Office Equipment
- Team Player
- Quick Learner

High School Diploma Pending 2006
Model Continuation High School
Stockton, CA

References Provided Upon Request