



*Sample Resumes*  
**SAMPLE RESUME 2**

**TANISHA SOMEBODY**

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(666) 888-7777; (917) 999-6666  
feedback@harlemonline.com

13-80 Washington Ave. 13F  
Anytown, New York 10453

**OBJECTIVE:** To obtain a position that will enable me to utilize my skills and abilities with an opportunity for growth.

**EXPERIENCE:**

**THE SHELBY COMPANY** BRONX, NEW YORK

**Customer Service Rep/Volunteer June 2002 to Present**

- Process incoming Orders via telephone and e-mail.
- Input Orders into company's database.
- Obtain customer information for mailings and promotional events.

**Mc DONALDS, CORP.** JAMAICA, NEW YORK

**Cashier, August 2000 to June 2002**

- Received and dispatched phone orders for pick-ups and deliveries.
- Assisted customers with questions in reference to purchases, and available services.
- Maintained an accurate account of cash in register for manager's documentation.

**TAMEKA JOHNSON** BRONX, NEW YORK

**Child Care Provider, September 1998 to July 2000**

- Recorded children's educational development for mother's information.
- Attended meetings and appointments at employer's request.
- Guided and counseled children's activities to ensure their safety.

**HOSPITAL FOR JOINT DISEASES,** NEW YORK, NEW YORK

**Office Assistant, May 1997 to September 1997**

- Inspected and revised documents for office manager's referral.
- Documented and recorded patients complaints and suggestions.
- Obtained, organized, and filed employee files.

**F. W. WOOLWORTH, CO.** BRONX, NEW YORK

**Cashier, October 1996 to April 1997**

- Provided customers with pricing on merchandise and services available.
- Organized and stocked products for inventory, and pricing.

**EDUCATION:**

MORRIS HIGH SCHOOL

BRONX, NEW YORK

**H.S. Diploma, June 1998**

**SKILLS:**

Type 30 wpm  
Experience in Windows, Microsoft Word, and the Internet.  
Customer Service experience. Organizational and Filing Skills.

**REFERENCES:**

Furnished upon request.