

# Josephine Greene

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## EXPERIENCE

### Los Angeles County Election, College of the Canyons — *Vote Center Clerk*

October 31, 2020 - November 3, 2020

Received proper training for: registering voters to vote, sanitizing voting machines and cleaning down pens and tables touched by others, helping keep the orderly follow of the lines, and confronting patrons if they do not abide by the voting rules.

### Toppers Pizza — *Cashier*

November 2021 - June 2022

Able to take orders and serve customers well. Have experience with handling money and cleaning. Able to listen and follow instructions given by managers to ensure customers are satisfied and the company succeeds. Requires working in a fast-paced environment on busy days.

### Enumclaw Stationers Office & Print – *Print shop & customer service*

September 5, 2022 - October 22, 2022

Work with many customers by taking orders, helping them find items, and answering phone calls. The job entails making copies, faxing, scanning, laminating, printing, and responding to emails for orders. Familiar with restocking products and handling many different programs online.

### Santa Clarita Aquatics Center – *Front desk & customer service*

June, 2023 - Present

Help answer phone calls, serve customers, and provide details about our programs. I deal with checks and money and help check people in to participate in our programs.

### Steeple House Coffee – *Barista*

August, 2023 - Present

Working with customers, taking orders, and serving. Requires precision and care while making each drink the best it can be. Entails working with a team of other baristas to communicate and effectively serve during a stressful and quick-paced environment.

## EDUCATION

### Canyon High School, Canyon Country CA — *Diploma*

AP, and Honors student

### Reformation Bible College, Sanford FL — *Certificate in Theology*

## SKILLS

I am a hard worker, and teachable. I am always ready to help anyone out. I want to give my best effort in the work I do. I enjoy making relationships with other people. I constantly try to be proactive about my tasks and get things done before they are told.

## OBJECTIVES

I want to work hard and put dedication into the money I make so I can encourage good habits for the future. I also want to obtain a deeper understanding of the work-environment.

## LANGUAGES

I earned my State Seal of Bilingualism in Spanish.