

Ushae'-Unique Garrett
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Objective:

Seeking an entry-level position in an environment in which I can effectively help the organization while continuing to develop my professional skills.

Skills:

- Customer service
- Computer literate
- Clerical skills
- Front desk reception
- Advertising and sales
- Educational childcare/after school programs
- Light housekeeping
- Critical thinker
- Open-minded
- Able to work in diverse settings
- Work well in a team or independently

Professional and volunteer experience:

The Youth Employment Partnership, 23000 International Blvd, Oakland, CA 94601

Team Member/Assistant Team Member, June 2013-August 2015

Engaged in landscaping projects; learned job skills including environmental cleaning. Worked in a team setting over 3 summers in 2013, 2014, and 2015.

East Bay Asian Youth Center, 2025 E 12th St, Oakland, CA 94606

Mentor/Teaching Assistant, September 2016-June 2017

Provided educational support and care for children in grades 6-8 at East Bay Asian Youth Center, Frick Middle School, and Edna Brewer Middle School in an after-school environment.

College of Alameda, 555 Ralph Appezato Memorial Parkway, Alameda, CA 94501

Tutor/Front Desk Clerk, November 2016-June 2018

Provided services to the Learning Resource Center as a work-study assignment. Provided academic assistance in the Writing Center. Scheduled appointments, and created custom flyers and advertising for center activities and events.

Macy's, 170 O'Farrell St, SF, CA 94102

Sales Associate/Cashier, June 2017-December 2017

Customer service for the Impulse Department. Assisted customers in merchandise decisions, utilized sales techniques to increase the size of the sale. Fluent in all aspects of the cash register program. Maintained clean and tidy fitting rooms and sales floors.

Round Table Pizza, 3 Oakland locations (2854 Mountain Blvd, 398 Grand Ave, 5095 Telegraph Ave)

Cashier, January 2018-September 2018

Provided customer service by promoting special dishes, taking orders, serving, and waiting tables.

Ben 'N Nick's Grill, 5612 College Ave, Oakland, CA 94618

Busser, June 2018-January 2019

Provided customer service by assisting wait staff in bringing food to the table and restocking dining room needs, ensuring diners' water glasses are full, removing all dishes to kitchen, cleaning and resetting tables for the next service, assisting bar staff by processing glasses through the dishwasher.

Bellaken Garden, 2780 26th Ave, Oakland, CA 94601

Clinical Coordinator, September 2018-February 2019

Greeted and provided direction to clients, scheduled appointments, assisted admission offices and nurses.

Workability Program (DOR), 555 Ralph Appezato Memorial Parkway, Alameda, CA 94501

Job Coach, January 2019-May 2019

Provided job assistance to clients with disabilities. Mentored and coached clients at their worksites, including the College of Alameda, College of Alameda Science Annex, and Alameda Healthcare and Wellness Center.

Bay Area Community Resources/Vincent Academy, 2501 Chestnut St, Oakland, CA 94607

Extended Learning Teacher, October 2019-July 2020

Provided educational support during after-school hours for children in grades 1-5 at Vincent Academy Elementary. Developed lesson plans and summer activities. Lesson plans included safety workshops for working with students during the pandemic, preparation for the ELA Practice Test, homework hour, enrichment, and other academic activities.

Shae's Charms and Affirmations, Etsy Shop

Self-Employment/CEO, July 2020-Current

Planned and executed a retail boutique to sell handmade items. Implemented marketing and advertising strategies, and used several social media platforms, to promote my business and increase sales.

Mettler-Toledo Rainin LLC, 7500 Edgewater Dr, Oakland, CA 94621

Data Entry/File Clerk, November 2020-December 2020

Entered survey data to assist in the assessment of the overall health of the company in this one-week project. Performed filing, research, and updating of various documents.

**Stepping Stones Group, Will C Wood Middle school, 420 Grant Street Alameda CA; Bridges Academy
1325 53rd Ave Oakland, CA 94601**

Behavior Therapist/Paraprofessional May 2021-March 2022

Assisting students with behavior disabilities in the classroom. Writing essays, tutoring for graduation exams, and debates for World History. Working remotely from home and on campus; zoom calls and breakout rooms while assisting the teacher. Participating in outdoor activities such as kick ball, scavenger hunt, and academic activities.

One on one assignment

Youth Employment Partnership, 2300 International Blvd, Oakland CA 94601

Supervisor/Team Leader, June 2021-August 2021

Supervise young adults ages (15 to 18) years old while improving the environment. We did a significant number of activities such as cleaning The City of Oakland, workshops, and field trips. I prepared timesheets and assisted team members. We also gave out certificates and evaluations for the end of the program.

Education:

Oakland High School, Oakland CA

High School Diploma, June 2016

College of Alameda, Alameda, CA

Fashion Design, completed 7 of 47 units toward an AA degree, with plans to transfer to a 4-year institution; August 2016-Current

Major: Apparel Design and Merchandising. Coursework taken includes Textiles and General Education

References:

Mr. Lawrence Silva, Supervisor, 1 (707) 738-5971, lsilva@peralta.edu

Ms. Gouri Chakraborty, co-worker, (415) 570-3411, gchak002@gmail.com

Mrs. Emily Macy, Department Chair of AVID Program, (510) 200-4327, macy510@gmail.com

Mrs. Nidia Ambriz, Supervisor, (510) 691-4225, Nlazarco@gmail.com

Mr. Jimmy Lee, Supervisor, (510) 853-2313, jimmy@ebacy.org

Mrs. Johanna E Carranza, Supervisor, (510) 846-6442, jcarranza@peralta.edu

Ms. Darlene Elasiague, Instructor, (510) 205-0539

Mr. Ryan Stone, (760) 644-1384, Instructor/Financial Advisor

Mr. Leo Theus, (510) 228-7353, Counselor/YEP

Ms. Amy Liu, (510) 206-9143, Teacher

Mr. Mark K. Richards, (510) 564-1712, Head Human Resources

Ms. Soraya Berry, (510) 776-9726, Special Education Teacher

