

Christina D. Cochran

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Objective To acquire a position that will both utilize my knowledge and experience.

Summary I am a self-starter and a team player. Possess extensive experience working with the public. Communicate effectively with customers, fellow employees and management. I am always willing to take direction and possess the ability to access organizational needs. Willing to assist fellow employees when needed.

Experience

Senior Document Coordinator

July, 2006 – July 2010

J.D. Diffenbaugh, Inc.

6865 Airport Dr.

Riverside, Ca. 92504

- Clerical Support
- Produce all bid document packages for subcontractors
- Operate and maintain all office equipment
- Maintain accurate logs for all bid documents
- Replenish all office supplies
- Maintain subcontractors data base
- Send blue prints to reprographic company
- Enter all bid documents into computer
- Log subcontractor responses
- Close out all projects
- Maintain plan room and mail room
- Organize and file all bid documents

Assistant Manager

November 2003 - July 2006

Starbucks Coffee Company

Riverside, Ca. 92507

- Responsible for hiring and terminating employees, payroll processing, scheduling,
- Cash Handling and deposits
- Order of Store product
- Conducting meetings and training
- Overseeing and directing junior employees

Reservation Sales Agent

October 2000 - September 2002

Amtrak

Riverside, Ca. 92507

- Provide Quality Customer Service
- Provided passengers with Schedule and Fare information ultimately resulting in a reservation being made

Customer Service Associate

November 1999 - October 2000

Your Name

Address, phone, fax, email

Sears Roebuck & Company
Moreno Valley, Ca. 92553

- Cash flow and balancing of associate drawers
- Provide quality Customer Service
- Execute job operation in my immediate department
- Supervise part time associates

Education

Riverside Community College, Moreno Valley, Ca
2001-2002

- EMT Certification

Moreno Valley High School, Moreno Valley, Ca
1996-2000

High School Diploma

References

References are available on request.