

# **Palecia Crawford-Maddox**

**15729 Spotted Saddle Circle  
Jacksonville, FL 32218  
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## **Objective:**

To obtain a position in which the demonstration of teamwork, effective organization skills, and leadership abilities maybe utilize.

## **Summary Of Qualification:**

- Work well in fast paced environment
- Reliable and adaptable with the ability to learn new system quickly
- Provide assistance or direction to other workers
- Self-motivated and confident in making decisions that benefit both the company and customer
- Well organized and able to meet dead lines
- Adept to defining customer requirement and meeting their needs

## **Education:**

BBA degree	Edward Waters College	Jacksonville, FL	05/2008
CDA	Florida Community College at Jacksonville	Jacksonville, FL	06/2006
AA degree	Florida Community College at Jacksonville	Jacksonville, FL	12/2004

## **Employment Experience:**

**Checkpoint Clearing Jacksonville, Florida 03/16-Present**  
**Background Checks**

- Manage Backgrounds Checks

**CPR and First Aid Jacksonville, Florida 08/08-Present**  
**First Responder**

- Manage Classes

**Young Legends Jacksonville, Florida 06/08-Present**  
**Child Care Provider**

- Manage Child Care Center

**Kelly Services Jacksonville, Florida 03/06-06/08**  
**Substitute Teacher**

- Ability to get and keep students on task
- Ability to get and keep a high rate of student to teacher interaction

- Ability to teach expectation

**Owens Pharmacy Jacksonville, Florida**  
**Pharmacy Technician**

**05/98-12/05**

- Received written prescriptions or refill request
- Answered phones
- Assisted customers with question pertaining to their medication
- Resolved billing complaints by performing activities such as exchanges, refunds and adjusted bills

**Home Instead Jacksonville, Florida**  
**Sitter**

**10/02-03/03**

**Palecia Crawford (2)**

- Companionship
- Read the newspaper to patients
- Did Craft activity with patients

**Taco Bell Jacksonville, Florida**  
**Cashier/Line member**

**03/98-08-98**

- General cashier duties
- Inventory
- Line duty

**Leadership Skills:**

Youth usher board director 2007-Present

**Hobbies/Interests:**

Reading, Craft, and Gardening

**Reference:** Available upon request