

Jekiera Caples  
3901 North I-10 Service Rd #A101

(504)621-3218  
Caplesjekiera@yahoo.com

6-Dec-2017

To Human Resources,

Thanks for choosing to look into my resume, I am applying for this job position at your company. Based on the posted description, I am confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate It dearly if you took liking into what i have to offer and My strengths on hoping to build with the facility. I can be reached at the number above or at my email address.

Please find my resume attached

Sincerely,

## **Jekiera Caples**

3901 North I-10 Service Rd #A101

Phone: (504)621-3218

Email: Caplesjekiera@yahoo.com

### **Objective**

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To be involved in work where I can utilize my skills and creatively involved with a system that effectively contributes to the growth of organization.

### **Experience**

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**Footlocker**                    **6-Aug-2013 to 6-Oct-2017**

**Sales Associate Manager**

My Responsibility was to raise sale prices by promoting sales within the store. Keep the store in an neatly manner ,making sure customers was highly appreciated and making sure the employees was following the company's rules.

### **Education**

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**Lake Area New Tech Early College High School - 22-May-2015**

High School Diploma

**Delgado Community College - 17-Aug-2016**

No degree earned

**Nursing Assistant Association - 6-Dec-2017**

Phlebotomist Certificate

### **Skills**

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Advanced in:

Microsoft

Filing Papers

Inputting Customers Information

Keeping a neat Area

Time-Orientated

People-Oriented

Printing

Off-Hand Calculations

Stocking

Lifting of 50lbs

Excellent Direction Experience

### **Trainings**

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**Phlebotomist**

**Women's Clinic Of New Orleans**

I volunteered at the facility for 2 weeks working hands on. I learned different techniques on drawing

I volunteered at the facility for 2 weeks working hands-on . I learned efficient techniques on drawing blood ,checking the patients pressure ,handling irate clients and filing the blood work and papers correctly.

## **Certifications**

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### **Phlebotomist**

#### **Nursing Assistants Network**

I have learned and trained to know all the aspects of what is needed to obtain blood .

## **References**

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### **Jashon Walton**

#### **Registered Nurse at Daughters of Charity**

Email:wjashon@gmail.com

Tel:5043518942

### **Derek Jones**

#### **Professor at Delgado Community College**

Email:dajones.dce@edu.com

Tel:5046697408

### **Kelly Collins**

#### **Instructor at Lake Area New Tech ECHS**

Email:kellycollins.edu@newcharters.net

Tel:5043275821