

JHAKIL WYATT DOYLE

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3816 Stocker Street, Unit 1
Los Angeles, CA 90008
323-348-8068 cell

RESUME

EDUCATION:

- 06/2009 **Diploma**
Animo South Los Angeles Charter High School
Los Angeles, CA 90047
- 09/2009 **Cal State University, Fullerton**
800 N. State College Blvd. Fullerton, CA 92834.
- 01/2011-12/2014 **West Los Angeles College**
9000 Overland Avenue, Culver City, CA 90230
Accounting Minor
Business major
- 01/2014-Present **Temple University**
1801 North Broad Street, Philadelphia, PA 19122
Business Management Information Systems

WORK EXPERIENCE:

- 07/2012 – Present **EXPO CENTER, Pool Clerk Manager**
Los Angeles, California
Manage money, deposit revenue, calculate ticket sales, City of Los Angeles patron calculations/admission, typing various reports and flyers.
Maintained clean and organized office, Answer phones, run errands, help with business calls.
Supervises locker room attendants at the facility.
- 08/2010 –Present **Brotherhood Crusade / Soccer Foundation**
Los Angeles, California
Head Coach for after school soccer enrichment program. Mentoring children at an after school soccer program. Teaching participants how the human body stays healthy and managing up to 30 children in my direct super vision. Supervision of 5 soccer coaches, while being supervised by two direct bosses.
- 7/2007 – 7/2012 **EXPO CENTER, Locker Room Attendant**
Los Angeles, California
Worked for the City of Los Angeles, Department of Recreation and Parks. Responsible for checking in patron's bags for swimming

pool. Monitoring personal belongings. Clean, maintain and organize two (2) locker rooms.

- 1/2003 – Present **VOLUNTEER**
Voluntarily help family and friends with connecting electronic equipment. Assemble furniture. Dispose of trash. Help to retrieve mail.
- 6/06 – 7/08 **S. L. FRANKLIN & ASSOCIATES, Personal Assistant**
Los Angeles, California
Maintained clean and organized office. Assembly computer desks, book shelves and other furniture. Answer phones, run errands, help with business calls. Purchase supplies. Calculate budgets.
- 9/05 – 9/06 **EXPO CENTER, Official Score Keeper**
Los Angeles, California
Monitor gymnasium during adult basketball league games. Clean and maintain gym areas. Responsible for checking out equipment
- 2004 – 2006 **EXPO CENTER, Volunteer**
Los Angeles California
Volunteered in several areas for recreation programs and offices.

Youth Counselor - Worked as a Youth Counselor in the Summer Camp in the recreation division for two years.

Office Assistant – Assisted in Executive Directors office with reorganization of storage supply closet. Distribute flyers to local schools and business regarding the recreation programs. Performed light office work, such as copies and mail distribution.

Teen Club – Participate in many walk-a-thons such as Nike, Revlon Run/Walk and others.

Other - Volunteered over 500 over two (3) years.
Apart of a video production / music recording company

SPECIAL SKILLS & STRENGTHS

- Excellent Internet Research and Navigation Skills
- Computer skills include Microsoft Office Suite
- Good Oral Communication
- Great Customer Service

PERSONAL:

- Independent
- Team Player
- Outgoing
- Great Time Management
- Embraces Responsibility