***Objective:***

To obtain a full-time position within a company where my specific skills and talents will be a valued asset.

***Relevant Experience:***

**Office Assistant -**

* Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers
* Answered telephones, directed calls, and took messages
* Maintained and updated filing, inventory, mailing, and database systems
* Communicated with customers, employees, and other individuals to answer questions, disseminated or explained information, and addressed complaints
* Opened, sorted, and routed incoming mail, answered correspondence, and prepared outgoing mail
* Compiled, copied, and sorted business transactions, and other activities
* Computed, recorded, and proofread data and other information, such as records or reports.
* Completed work schedules, managed calendars, and arranged appointments
* Reviewed files, records, and other documents to obtain information to respond to requests using various Microsoft word operations and programs

**Cashier -**

* Received payment by cash, check, credit cards, vouchers, or automatic debits
* Issued receipts, refunds, credits, or change due to customers
* Assisted customers by providing information and resolving their complaints
* Established or identified prices of goods, services or admission, and tabulated bills using calculators, cash registers, or optical price scanners
* Maintained clean and orderly checkout areas and completed other general cleaning duties
* Stocked shelves with new or transferred merchandise and marked prices on shelves and items

**Management -**

* Took inventory or examined merchandise to identify items to be reordered or replenished
* Instructed staff on how to handle difficult and complicated sales
* Compared merchandise invoices to items actually received to ensure that shipments were correct
* Requisitioned merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials
* Directed and supervised employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.
* Trained, and evaluated personnel in sales or marketing establishments
* Assigned employees to specific duties
* Enforced safety, health, and security rules
* Examined merchandise to ensure that it is correctly priced and displayed and that it functions as advertised

***Relevant Experience Continued:***

**Housekeeping -**

* Emptied wastebaskets, emptied and cleaned ashtrays, and transported other trash and waste to disposal areas
* Replenished supplies
* Carried linens, towels, toilet items, and cleaning supplies, using wheeled carts
* Disinfected equipment and supplies, using germicides or steam-operated sterilizers
* Cleaned hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other work areas so that health standards were met

**Childcare -**

* Maintained a safe play environment by observing and monitoring children's play activities
* Communicated with children's parents or guardians about daily activities, behaviors, and related issues
* Kept records on individual children, including daily observations and information about activities, meals served, and medications administered
* Supported children's emotional and social development, encouraged understanding of others and positive self-concepts
* Identified signs of emotional or developmental problems in children and brought them to parents' or guardians' attention
* Instructed children in health and personal habits, such as eating, resting, and toilet habits

***Employment History*:**

7/11 Inc., Crew June 2013 - October 2013

Summer Youth Employment Program, Crew June 2011 - January 2011

Guardian Angel Daycare, Child Care Provider June 2007 - February 2010

***Education*:**

**Paralegal Studies,** Anthem College Online: 1.5 Semesters 4.0 GPA January 2011-May 2012

**Customer Service Certification,** Excel August 2010

**Work Keys Career Readiness Gold Level**, Excel August 2010

***Computer Skills*:**

* Type up to 35 wpm
* Installed printers and various computer software and programs
* Microsoft Office Software i.e. Excel, Word, Power Point, OneNote, Outlook, as well as Publisher