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Objective: Seeking employment within an established organization to achieve maximum growth and productivity and expand my knowledge and skills.

Summary of ▪ Dependable and Reliable

Qualifications: ▪ Excellent Attendance Record

- Fast Learner
- Detail Oriented
- Excellent People Skills

Experience: 11/11 – 8/12 *Dollar Tree* *Sunnyvale, CA*

Cashier Associate

- Provide service and accurate processing of customer transactions.
- Accurately verify merchandise quantities, description, and price.
- Work on floor by sorting items and placing them in the proper location.
- Return any go back items on the floor.
- Assist customer in locating items on the floor.
- Greet customers, assist them in unloading their carts, scan merchandise, and use the cash register to complete the transactions.
- Clean and maintain register, lanes, and front end of the store to ensure cleanliness and safety.

10/07 – 4/09 *Master Kraft Machining, Inc.* *Fremont, CA*

Shipping & Receiving

- My responsibilities included labeling, part marking, and cleaning.
- Visual inspections of parts before packaging and shipment.
- Expedite multiple orders and ensure on time delivery to customer.
 - Before we can perform our duties we do Line Clearance in the process of removing or physically separating all batches specific material paperwork, tooling, fixture to introducing a new batch to workstation to prevent mix-up or mislabeling.

Inventory Control

- Assisted in inventory control.
- Maintained accurate cycle counts of manufactured parts.
- After all this duties perform I record all the information in the system.
 - Inventory used software Epicor Vista.

Skills: Microsoft Windows, Microsoft Office Applications, Outlook, Excel, Word, Powerpoint