

Josika Kumari
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To obtain a position in the medical field that will help me grow both personality and professionally. Nine years of great customer service.

CORE QUALIFICATIONS

- Hard worker
- Quick learner
- Critical thinker
- Microsoft Word, Excel, Powerpoint
- Customer Service
- Problem Solving
- Organized

EDUCATION

Carlmont High, Belmont, CA

2002-2004

Tennyson High, Hayward, CA

2004-2006 (Graduate)

Canada College, Redwood City, CA

2007-2012 (GED)

PROFESSIONAL EXPERIENCE

HOME DEPOT – San Mateo, CA

2007 to Present

Special Order Associate, October 2011- Present

- Greet customers and ascertain what each customer wants or needs.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Compute sales prices, total purchases, and receive and process cash or credit payment.
- Recommend, select, and help locate or obtain merchandise based on customer needs or desires.
- Read orders to ascertain catalog numbers, sizes, colors and quantities of merchandise.
- Make special orders and reorders.

Cashier, May 2007- October 2011

- Greet customers
- handling cash transactions
- scan customer's items
- handles returns and exchanges

CANADA COLLEGE COFFEE SHOP – Redwood City, CA

2009 to 2011

Waiter

- Greet guests.
- Collect payments from customers.
- Serve beverages or desserts to customers.
- Check with customers to ensure that they are enjoying their beverages and take action to correct any problems.

CANADA COLLEGE BOOKSTORE – Redwood City, CA

2006 to 2008

Cashier

- Greet customers and ascertain what each customer wants or needs.
- Read catalogs
- Receive and fill telephone orders for parts.
- Fill customer order from stock.
- Compute sales, prices, total purchases and receive and process cash or credit payment.
- Recommend, select and help locate or obtain merchandise.

NATION BURGER – Oakland, CA

2004 to 2006

Cashier/Cook

- Maintain sanitation, health, and safety standards in work areas.
- Clean food prepared areas, cooking surfaces, and utensils.
- Verify that prepared food meets requirements for quality and quantity.
- Cook and package batches of food, such as hamburgers and fried chicken, which are prepared to order.
- Issue receipts, refunds, credits, or change due to customers.