

**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.

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#### **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 card 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.