

**Tioni Alvarez**  
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## **PROFILE**

- Punctual
- Fast learner
- Reliable
- Flexible
- Strong work ethic
- Takes initiative
- Works well with others
- Excellent job performance
- Excellent customer service skills

## **WORK EXPERIENCE**

*NMC-CREES (Cooperative Research, Extension and Education Service), Administrative Assistant (September 2010-May 2011)*

- Prepared travel authorizations
- Routed documents
- Filed and faxed documents
- Photocopied documents
- Attended to office phone calls
- Inputted data into computer program

*Handbags etc., Sales Associate (June 2011-October 2012)*

- Promoted products
- Processed, organized, and tracked inventory
- Stocked products on shelves and created enticing displays
- Settled credit card sales and printed daily reports at the end of each shift
- Handled returns/exchanges
- Opened and closed shop
- Kept store clean

*Sanrio Southland, Sales Associate (January 2013-July 2013)*

- Handled cash register
- Greeted and assisted customers
- Answered phone calls
- Received shipment
- Re-stocked and re-organized sections in the store
- Handled returns/exchanges
- Kept store clean

*Kent Landsberg, Assembler (July 2013-August 2013)*

- Assembled kits
- Prepared boxes

*Ghirardelli Chocolate Company, Assembler/Packer (July 2013-September 2013)*

- Assisted Operators
- Prepared boxes
- Organized packaging
- Kept working area clean

**EDUCATION:**

Mount Carmel School	2006
Saipan Southern High School	2007
Marianas High School	2007-2010
Northern Marianas College	Fall 2010-Spring 2011

**REFERENCES:**

Bonnie T. Royal, Administrative Manager, NMC-CREES  
Contact #: (670)234-5498 ext. 1705

Eleanor T. Cabrera, President, Handbags etc.  
Contact #: (670)483-4117 Email: [eleanor@handbagsetc670.com](mailto:eleanor@handbagsetc670.com)

Daisy Villagomez-Bier, Counselor/Sales Associate  
Contact #: (670)285-5275