

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

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