

Fabian Johnson

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Objective: To pursue a position where my initiative and hard work would allow an opportunity for advancement and growth.

Highlighted Skills:

- Highly motivated, and committed to achieving exceptional results
- Eager to learn, can work as a team or with minimal supervision
- Responsible, hard working, and reliable
- Experience in sales, customer service, events, and office administration
- Computers: knowledge of Microsoft Office, Google Chrome, and Windows 07

Related Experience:

Office Clerk, *The Beat Within*, San Francisco, CA

2011

- Typist for hand written documents and literature from youth a part of the Beat Within.
- Worked with computers in transferring data and information.
- Gathered, registered, and arranged the material to be typed, following instructions.
- Filed and stored completed documents on computer hard drive or disk, and maintained a computer filing system to store, retrieved, updated and deleted documents.

Stock Clerk, *Harvest Market*, San Francisco, CA

2006

- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Receive, open, unpack and issue sales floor merchandise
- Answer customers' questions about merchandise and advise customers on merchandise selection.
- Assisted customers by providing information and resolving their complaints.
- Established and identified prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Answered customers' questions, and provided information on procedures or policies.
- Processed merchandise returns and exchanges.

Sales, *San Francisco Chronicle*, San Francisco, CA

2004-2005

- Wrote and recorded orders for merchandise and entered orders into computers.
- Explained products, services and prices; demonstrating use of products.
- Contacted customers to persuade them to purchase merchandise or services.
- Answered questions about product features and benefits.
- Distributed product samples or literature that details products or services.

Education

High School Diploma, 5 Keys, San Francisco, CA

References Available Upon Request