

Abriana Holliday

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Objective: To obtain employment in sales that will allow me to utilize and further my skills in customer service.

SKILLS AND QUALIFICATIONS:

- Customer Service
- Trainable and eager to learn new skills
- Money management and transactions
- Team player as well as self motivated
- Excellent communication skills: both verbal and written
- Exceptional organizational standards
- Positive attitude with a great work ethic
- Ability to provide excellent customer service and satisfaction
- Excellent at multitasking and prioritizing
- Detail oriented with focus on top quality work

WORK EXPERIENCE:

Concessions/Cashier

San Jose State University

San Jose, CA

10/2013- Present

- Assist in preparing location and area for day to day operation/Maintain a positive attitude.
- Maintain safe working conditions and sanitary work area.
- Maintain accurate cash handling procedures at all times/Provide great customer service.
- Interact with customers and clients in a pleasant and professional manner.

Cashier/Clerk

Downtown Grocery Outlet

San Jose, CA

11/2013-01/2014

- Computed and recorded totals of transactions.
- Established or identified prices of goods, services or admission, and tabulated bills using calculators, cash registers, or optical price scanners.
- Greeted customers entering establishments/Issued receipts, refunds, credits, or change due to customers.
- Issued trading stamps, and redeem food stamps and coupons
- Maintain clean and orderly checkout areas.
- Offered customers carry-out service at the completion of transactions
- Processed merchandise returns and exchanges.
- Received payment by cash, check, credit cards, vouchers, or automatic debits.
- Requested information or assistance using paging systems/Resolved customer complaints.
- Stocked shelves, and marked prices on shelves and items.

Catering

San Jose State University

San Jose, CA

7/2013-10/2013

- Organizing and prepped food and essentials for events/Set up tables and place setting for events.
- Carried out orders on behalf of the President of the United States' event setup (SJSU Catering is the main company for the President's visits to San Jose.)
- Willing to work days, evenings, and weekends.

EDUCATION:

San Jose State University

San Jose, CA

2013-Present

- GE/Nutrition

References Available Upon Request