

# Debra Moore

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## Objective:

Seeking to obtain a position in Customer Service where I can utilize my skills to increase profits/growth for and within a great company.

## Summary of qualifications:

### Skills:

- Legendary Customer service
- Supervisor/Management Skills
- MS Word
- Data Entry
- Typing 40wpm
- Receptionist
- Cashier/Money Handling
- Inventory
- Loading/Unloading
- Microsoft Office: PowerPoint, Excel, Word
- Unloading Lifting 50-85 lbs
- Stocking

## Work Experience

### Dre's Delivery Team

Receptionist	Oakland, CA	01/2005 – 01/2014
<ul style="list-style-type: none"><li>▪ Order, receive, and maintain office supplies</li><li>▪ Provide Legendary customer service</li><li>▪ Answer Phones</li><li>▪ Perform general housekeeping duties</li><li>▪ Cashier</li><li>▪ Stock</li></ul>		

### Seven kisses

Cashier	Oakland, CA	01/2012 – 07/2012
<ul style="list-style-type: none"><li>▪ Daily cash out duties</li><li>▪ Handling money</li><li>▪ Maintained opening and closing procedures with flexibility in scheduling</li><li>▪ Inventory</li><li>▪ Restocking shelves</li><li>▪ Perform general housekeeping duties</li></ul>		

### Lucky Grocery Store

Courtesy Clerk	Alameda, CA	09/2000 – 02/2004
<ul style="list-style-type: none"><li>▪ Provide extensive customer service</li><li>▪ Performed daily distribution</li><li>▪ Helped customers find products, stocked shelves setup end caps</li></ul>		

### **Education & Awards:**

Island high school

Alameda, CA

Graduated: 06/2001

- **Received High School Diploma**

Alameda College

Alameda, CA

August 2012-2014

- **Studied General College Education For AA Degree In Liberal Arts**

### **Additional Skills:**

- Highly motivated to learn new skills
- Work well independently or as a team player
- Excellent interpersonal communication skills
- Outgoing, fun, and energetic
- Leadership