

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

- Order, receive, and maintain office supplies
- Provide Legendary customer service
- Answer Phones
- Perform general housekeeping duties
- Cashier
- Stock

Seven kisses

Cashier

Oakland, CA

01/2012 – 07/2012

- Daily cash out duties
- Handling money
- Maintained opening and closing procedures with flexibility in scheduling
- Inventory
- Restocking shelves
- Perform general housekeeping duties

Lucky Grocery Store

Courtesy Clerk

Alameda, CA

09/2000 – 02/2004

- Provide extensive customer service
- Performed daily distribution
- Helped customers find products, stocked shelves setup end caps

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