

Danielle Reyes

852 Ave. D, San Francisco, CA 94130

Phone: (510) 517-8392 • Email: danieller6749@gmail.com

Summary of Qualifications

- 5 years of experience providing excellent customer service across a number of industries
- Enthusiastically listens to needs of others and assists with sense of urgency
- Organized, flexible, and dependable problem solver who meets deadlines and learns quickly

Experience

Retail

- Greet customers, ascertain their desires, and address their needs
- Oversee visual audits and design visual displays for overall store appearance
- Supervise store in manager's absence, including holding keys and cash handling
- Place special orders or call other stores to find desired items
- Recommend merchandise based on customer needs and help locate items in store
- Compute sales prices, total purchases, and receive and process cash or credit payment

Administrative

- Greet visitors or callers and address their inquiries and direct them to appropriate persons
- Schedule and confirm appointments for clients, customers, and supervisors
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Proficient in MS Excel and Word, quick and accurate 10 key data entry
- Set up and manage paper and update paperwork
- Make copies of correspondence or other printed material and fax documents
- Create, maintain, and enter information into databases

Food Service

- Communicate with customers regarding orders, special requests, and concerns
- Serve customers in restaurants and coffee shops specializing in quick quality service
- Accept payment from customers and make appropriate change
- Request and record customer orders, and compute bills using cash registers
- Clean and organize eating, service, and kitchen areas
- Prepare daily food items and cook simple foods and beverages, such as sandwiches, salads, soups, and coffee

Experience

Sales Associate/ Cashier	Work World	Newark, CA
Barista	Starbucks Coffee	Fremont, CA
Visual Specialist / Head Cashier	Steve and Barry's	Newark, CA
Sales Associate/ Cashier	Champ's Sports	Newark, CA