

**Dashay M. POOLE**  
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**510-244-9258**

**Objectives:** I have 20 years experience Customer Service Retail and Home Improvement. I have Great phone Equette and computer skills as well as cash handling. I am seeking position where I can grow and expand and Develope strongly with the company.

### **Employment History:**

**10/2009-01/2011**            **Dell computers Bay Area**  
**Computer Specialist**

I would go into Best Buy Fry's Wal-mart and Costco and Sale there Products Computers, Laptops and Sony and Lansing Products. Take Picture of my displays and customers purchasing products explain how to use certain Dell and Sony products, at the end of my shift I had to complete reports that explained how many products I sold and were in stock before and after my shift. Then I had to make sure that corporate had them by East Coast Time weekly I had to attend rally meeting Via Web Chat. All merchandise I sold Dell allowed me to keep Because I was # 1 sales rep in my District.

**06/2005-09/2010**            **Sassy Seafood Creations**  
**Personal Chef**

I owned a small Catering Business where I Marketed Decorated Prep and Cooked for clients Business Meeting and Dinner Parties weddings and other events. I did my own Bookkeeping as well as other adminstrative Duties..

**11/2003-06/2005**            **Lowe's Home Improvement**

## **Admin Manager/Plumbing Sales Specialist**

**I was the admin supervisor of over 50 cashiers my job was to schedule shifts and lunches Balance and dispense tills open the store in the morning process reports for all store managers provide overrides on Pos system do store bookkeeping AP/AR as well as report to HR...And provide Excellent Customer Service to Lowe's Customer's.**

**06/1999-10-2003      Home Depot  
Bookkeeper /Special Service/Tool Rental/Plumbing and Electrical  
Sales Specialist**

**I was a Operations specialist I knew how to open and close the store process the manager reports dispense till AP/AR rent out equipment explain what fixture would be best use for certain projects track merchandise through the vendors work in a heavy volume of traffic under pressure.**

**08/1993- 07/1997      Homebase Home Improvement  
Cashier/Head Cashier/Customer service Specialist**

**I started as a cashier in 1 year I was promoted to Head Cashier where i had to over see a volume of cashier drop/pick up money from tills dispense change when needed asst. managers with customer issues problem solve when needed. Print reports and maintain the POS system reports.**

**Education: Berkeley High Graduate June 1993  
Alameda College Graduate June 1995  
Cal-State Hayward Graduate June 1996**

**Skills: Windows Mircosoft Outlook Quick Books and I type 35-40 wpm. With strong cash handling and other forms of Payments.**

**References available upon request...**