

**Maricruz Sandoval  
24734 Joanee st. Hayward, CA 94544  
510.244.9260**

### **Objective**

Seeking Cashier/ Customer Service position with growth-oriented company offering opportunity for advancement and professional development, requiring extensive experience in Customer Service.

### **Accomplishments**

- A high-energy, enthusiastic and dependable individual who excels in challenging and competitive environments.
- Successful track record of with high responsibility positions.
- Fast learner; quickly incorporate and implement new procedures
- A solid work ethic in delivering high-quality service to customers.

### **Relevant Skills**

- Computer: Proficient in Windows Software, WordPerfect, Excel, Microsoft Word, and Internet
- Bilingual
- Self-organized, ability to multi-task

### **Summary of Qualifications**

- Effective planning and organizational skills.
- Skilled in all aspects of cash handling, issuing money orders, cashing checks, and related duties.
- Answering multi-line phones, preparing reports and paperwork, and positive interaction with individuals.
- Work well independently and as part of a team.

### **Employment History**

*Mission Hand Car Wash, Hayward, CA*  
**Cashier**

**2009 - Present**

Cash handling, customer service, balance drawer, petty cash, and place orders for inventory. Opening and closing the registers, approving overrides, assisting in the training of new cashiers, monitoring cash limits, making scheduling lunch breaks, and ensuring quality customer service at all times.

*Valero Gas Station, Hayward, CA*  
**Cashier**

**2013 - 2014**

Greet customers as they arrive at the store and guide them regarding different sections. Provide customers with detailed information on different products. Verify age appropriateness for age-restricted purchases and

Process cash, credit and debit card payments. Refill coffee machines and maintain a clean work area.

*Jc Tax Services, Hayward, CA*  
**Receptionist**

**2012-2014**

Responsible for answering multi-line phones, taking verbal and writing messages , organize schedules and meeting arrangements, handle files and IRS documents, and use fax and copy machines.

### **Education**

Thomas Downey High School  
High School-Diploma

**2005-2009**

### **References**

**Bianca Quintero**  
Manager  
Grand Gas Company  
Soto Rd. Hayward Ca  
510.586.3625  
Biancasandoval23@hotmail.com

**Charlie Sanchez**  
Supervisor  
Mission Hand Car Wash  
Mission Blvd. Hayward CA  
510.610.6195

**Liliana Arccos**  
Friend  
408.991.5775  
[Lilianaarcos@yahoo.com](mailto:Lilianaarcos@yahoo.com)