

Priscilla Appling  
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## **HIGHLIGHTS OF SKILLS AND QUALIFICATIONS**

Service oriented, loyal, and adaptable employee  
Over five years providing excellent customer service  
Over four years cash handling experience  
Computer efficient in Microsoft Word, Excel, Adobe, Power Point, and Outlook  
Exercise independent judgment, decision-making, abilities, and high level of confidentiality  
Work well independently as well as cooperatively in a team environment

## **WORK EXPERIENCE**

<i>Office Manager</i>	National Safety and Security Corp	Hawthorne, CA	10/12 – 11/13
Recruited, hired, trained, and supervised office staff of 20			
Scheduled staff and prepared payroll			
Developed and implemented advertising and sales strategies			
<i>Shift Manager</i>	McDonald's	Los Angeles, CA 03/10 – 04/13	
Recruited, trained, and supervised food service staff of 15			
Key holder- opened and closed store			
Operated POS, cash registers, and safe			
Distribute cash drawers and entered deposits			
<i>Sales Advisor</i>	H&M	Culver City, CA 10/11 – 03/12	
Insured high level of customer satisfaction by responding quickly to changing customer needs and by prioritizing quality service			
Sensed customer moods and preferences, and thoughtfully assisted customers in making selections which brought them satisfaction			
Opened and closed cash registers			

## **EDUCATION**

West Los Angeles College  
Accounting Major  
Current ServSafe Certification