

# **Cusandra Alcutt**

## **Cashier Administrative Assistant**

Richmond, CA

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Obtain a position as a team-player in a people-oriented organization where I can maximize my customer-service experience in a challenging environment to achieve both personal and corporate goals.

### **WORK EXPERIENCE**

#### **cashier**

jack in the box - Oakland, CA - January 2015 to Present

##### **Responsibilities**

- Accepted cash, checks, & bankcards for payment; completed check and bankcard transactions according to established procedure
- Assisted in other areas of the organization such as: food service

##### **Skills Used**

- Strong ability to understand and follow specific instructions and procedures
- Profound ability to resolve customer complaints and concerns
- Profound ability to communicate effectively, both orally and in writing

#### **cashier**

propark america west - San Leandro, CA

##### **Responsibilities**

Cash transactions

##### **Skills Used**

Customer service  
Cash handling  
Lot safty

#### **Cashier/ File clerk**

Mercedes-Benz Oakland - Oakland, CA - August 2013 to February 2014

##### **Responsibilities**

Cash transactions

#### **Administrative Assistant**

Berkeley Youth Alternatives - Berkeley, CA - 2011 to 2012

Maintained manager's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel

- Provided information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data
- Welcomed guests and customers by greeting them, in person or on the telephone; answering or directing inquiries
- Contributed to team effort by accomplishing related results as needed