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## **Skills Summary**

Cash Register, Inventory PDA, Fork Lift, and Pallet Jacks.

## **Experience**

### **Apple, Sacramento, Ca (10/2014-present)**

Erased all data from phones. Reimaged devices with new applications and apple IOS program. Received iphone, ipads, and other apple products data into excel spreadsheets. Determined whether products were repairable or needed destruction. Stocked apple parts by stock numbers. Checked new iphones for selling quality.

### **El Encanto Bar and Night Club, Bartender/ Waitress, Lodi, Ca(6/2012-7/2014)**

Collected money for drinks served. Checked identification of customers to verify age requirements for purchase of alcohol. Cleaned glasses, utensils, and bar equipment. Balanced cash receipts. Attempted to limit problems and liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated patrons. Stocked bar with beer, wine, liquor, and related supplies such as ice, glassware, napkins, or straws. Served wine, and bottled or draft beer. Took beverage orders from serving staff or directly from patrons. Cleaned bars, work areas, and tables. Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks.

### **Target, Logistics Team Sacramento, Ca(10/2006-102009)**

Answered customers' questions about merchandise and advised customers on merchandise selection. Itemized and totaled customer merchandise selection at checkout counter, using cash register, and accepted cash or charge card for purchases. Took inventory or examined merchandise to identify items to be reordered or replenished. Packed customer purchases in bags or cartons. Stocked shelves, racks, cases, bins, and tables with new or transferred merchandise. Received, open, unpack and issue sales floor merchandise. Cleaned display cases, shelves, and aisles. Compared merchandise invoices to items actually received to ensure that shipments are correct. Requisitioned merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials. Transport packages to customers' vehicle.

### **K-mart, Fitting Room Attendant, Sacramento, Ca**

Helped with loss prevention. Cleaned up after customers and zoned areas. Answered phone calls related to our department. Answered customer inquiries or explain cost, availability,

policies, and procedures of facilities. Referred guest problems or complaints to supervisors  
Maintained a lost-and-found collection.

**Del Taco, Cashier, Sacramento, Ca**

Took orders from customers and gave them back their appropriate change. Cleaned restaurant. Maintained sanitation, health, and safety standards in work areas. Clean food preparation areas, cooking surfaces, and utensils. Verified that prepared food meets requirements for quality and quantity. Cooked and package batches of food, such as hamburgers and fried chicken, which are prepared to order or kept warm until sold. Prepare specialty foods such as pizzas, fish and chips, sandwiches, and tacos, following specific methods that usually require short preparation time. Operated large-volume cooking equipment such as grills, deep-fat fryers, or griddles. Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions. Measured ingredients required for specific food items being prepared. Took food and drink orders and receive payment from customers. Cleaned, stocked, and restocked workstations and display cases.

**Tia Rosa's, Assembly Line Worker, Sacramento, Ca**

Perform quality checks on products and parts.  
Package finished products and prepare them for shipment.  
Rotate through all the tasks required in a particular production process.  
Shovel, sweep, or otherwise clean work areas.  
Stayed focused and kept up with various speeds presented by the tortilla conveyer belt.  
Gathered tortillas and packaged them promptly with care.

**Certifications**

Security Guard Card Permit  
Bilingual Fluent in English & Spanish-Reading, Writing, and Speaking  
Excellent Customer Service  
Inventory Management