

PROFESSIONAL SKILLS & QUALIFICATIONS

Respectful, reliable, resourceful, punctual and polite
Works well with others and independently
Attentive listener, excellent people and communication skills
Responsible, strong organizational and multi-tasking skills

April 2016 –June 2016 The Avenue Colma, CA

Sales Associate and Assistant Manager in training

Greet and welcome all customers entering the store. Open and close the store. Process cash, check and charge sales. Assist with exchanges and return transactions. Assist customers with selection of merchandise and assist them in the fitting room. Replenish and stock new merchandise items on tables and floor displays. Open credit cards and sell magazine subscriptions to my customers.

Greeted and assisted customers with their grocery purchases.
Processed customers sales, check and credit card transactions.
Maintained and stocked my check out stand with bags and supplies.
Returned items back to stock and straightened store shelves at closing time.
Balanced register and organized my work area.

October 2012–April 2013 City and County of San Francisco San Francisco, CA

Public Service Aide- Department of Public Works

Provided the public and out of town visitors with information regarding the city of San Francisco. Cleaned and strived to make the appearance of Civic Center Plaza spotless and presentable for the public. Maintained assigned work areas and kept the vicinity clean for the public and visitors to San Francisco. Collected debris and other items left on the street and sitting areas surrounding the Civic Center area. Encountered individual's who needed assistance on the streets and called appropriate authorities.

December 2011 – January 2012 Macys California San Francisco, CA

December 2011

Greeted and assisted customers entering Macy's women's coat department.
Processed and assisted customer's with sales transactions, exchanges and merchandise returns.
Opened new credit card accounts and constantly reached my daily quota.
Replenished and organized my assigned merchandise area, tables and stock responsibilities.
Maintained a neat and orderly counter area with supplies needed for customer satisfaction.

November 2010 – December 2010 Macys California San Francisco, CA

NOVEMBER 2010

Greeted and assisted customers in the Macy's children's department.
Responsible for the balancing of POS register opening and closing daily cash funds.
Opened credit card accounts for customers and processed account payments.
Helped customer's with merchandise transactions, adjustments, returns and exchanges.
Daily stock duties included returning merchandise to the sales floor and maintaining displays.

October 2009 – January 2010 Macys California San Francisco, CA

October 2009

Greeted and assisted customers in the women's clothing department.
Organized sales media, monetary transactions and processing credit card payments.
Responsible for the opening and closing daily cash funds, sales media and invoices.
Assisted customer's with merchandise transactions, adjustments, returns and exchanges.
Performed daily stock duties and assisted customers with merchandise in the fitting rooms.

Education

General Studies, City College of San Francisco
Diploma – South San Francisco High School, South San Francisco, CA