

## Daisha Devis

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### SUMMARY

Seeking a position in a company where I can help my employer better serve customers, thus making the service department operate safely and efficiently while attaining job satisfaction and pursuing growth within the company.

### SKILLS

- Data Entry, Typing speed; 40 WPM
- Microsoft Suite
- Comprehension of POS
- Strong interpersonal skills
- Work with a sense of urgency
- Multi-line phone system expert
- Database and records management
- Cash handling experience

### EXPERIENCE

#### Customer Service

(Marshalls)

- Operated cash registers and provided customer service
- Received and signed off for inventory
- Answering phones and responding to customer questions

09/2016- 01/2017

#### Courtesy Clerk / Cashier

(Albertsons )

- Operated cash registers and provided customer service
- Received and signed off for inventory
- Answering phones and/or Customer questions

05/2013- 09/2014

#### EVS Aide

(Foothill Presbyterian Hospital)

- Provided hospital patients with housekeeping services
- Complied with OS HA , and used correct chemicals for proper cleaning
- Focused on team engagement and trainings

09/2014- 01/2016

#### Customer Service Representative

(I.E Cleaning Service)

- Answered and transferred multiple phone lines
- Data Entry, Microsoft Suite
- Took notes and Managed company meetings

01/2009- 05/2013

### EDUCATION

#### San Bernardino College

- Associate Degree: Administration of Justice
- Expected Graduation 2020

#### Chaffey High School

- High School Diploma, May 2103