

Kimberly A. Wilkinson

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Objective:

To gain employment as a cashier or customer service clerk

Ability Summary:

6 yrs. of cashiering experience, great customer service skills, dependable, sincere, able to work well with others, responsible, open minded to new methods of work, friendly, outgoing, detail oriented, take pride in getting job done right and quickly.

Skills:

Appointment scheduler, customer service, cook, operated electronic cash register, order taker, supervisory skills, able to make cash and credit card transactions, able to take

Employment History:

Cashier

Mac Que's BBQ 10/16 to 11/17

Sacramento, Ca

- Filled customer's orders over the phone
- Able to operate electronic cash register
- Did food prep for different orders and catering events
- Able to deal with wrong orders and customer complaints

Vocational Learner

Plates Café & Catering 01/16-01/17

Sacramento, CA

- Accurately handles cash, credit card transactions
- Answers phones and takes reservations for customers
- Completed over 600 hours of training for future employment in the foodservice industry
- Ability to work under pressure and organize food orders in a timely manner

Seasonal Clerk

Franchise Tax Board 03/11-06/11

Sacramento, CA

- Open, extract, and review contents of incoming mail, including correspondence, tax returns, and related documents.