

Marilu Mancilla

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Professional Experience

Cricket Wireless

Sales representative- Nov 2016 – Feb 2017

Los Angeles, Ca

- Cahier
- Provide excellent customer service
- Set up store presentation
- Closing and maintaining work area clean
- Daily inventory
- Answering store phone
- Sales representative
- Bilingual Retail Sales Consultant
- Handling large amounts of money
- Making daily sales
- Politely assisting customers in person and Via telephone

Sally's beauty supply

Cashier – December 2014 – May 2016

Los Angeles, Ca

- Providing excellent customer service
- Cleaning work area
- Maintaining store clean

- Cash handling and balancing
- Front facing , back to stock , inventory
- Price changing
- Answering store phone
- Beauty Advisor
- Standing for long periods of times
- Lifting up to 25lbs.

Express employment professionals

Packer-Feb 2014 - Sept 2014

South Pasadena, Ca

- Picking/packing orders
- Working with car pieces
- Attaching identifying labels to boxes
- Making card board boxes
- Counting items, Checking order was completed
- Standing for long periods of times
- Lifting up to 25lbs.

Legion comics

Cashier – January 2014 – February 2014

Los Angeles, Ca

- Setting up all store presentation
- Meeting and greeting customers
- Provide great customer service
- Handle money on register
- Inventory, back to stock
- Change prices on comic books

- Organizing all paper work
- Daily overlooking the shop

Staff Support depot Inc.

Picker/Data entry - December 2012 – August 2013

Los Angeles, Ca

- Receive/count stock items
- Pick/ pack orders
- Record data manually or using computer
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Send out E-mails
- Releasing orders to be processed Inventory Management which include adjustments receive new items to stock.
- Processing excel sheet repots used hand scanner to assign merchandise
- Walking (pushing carts)/standing for long periods of time
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued

Education

METROPOLITAN SKILLS CENTER

General Ed High school diploma

June 2012

ZLS MAKEUP ACADEMY

Certified Make-Up Artist

February 2015

Additional Skills

- Bilingual (English/Spanish)
- Quick learner
- Good multitasking skills
- Computer proficient (Microsoft word)
- Personable
- Punctual and responsible

References upon request