

ANTONIA PARKER

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SUMMARY

10 Years of providing excellent customer service to guarantee the satisfaction and gain the loyalty of the consumer. Experienced and dependable currently looking to combine skills and expertise in a supportive environment.

COMPUTER SKILLS

Languages

Fluent in English

Software

Exceptional communication skills both written and verbal

10 years experienced with a POS System

35wpm

Microsoft word

Excel

Office

EXPERIENCE

Dec 2015-Current: United States Post Office

Position- Window Clerk

-Customer Service; Assisting Customer Inquires

-Sending off/Receiving Packages

-Address Inputs

-Tracking Outgoing/Incoming Packages

-Handling Cash,Credit, and Debit Transactions

-Providing/Cashing Money Orders

July 2014-Oct 2014	<p>Client Services Representative, CHEF WORKS</p> <ul style="list-style-type: none"> . Answering phone inquiries . Order Entry . Responding back to clients via phone and emails . Assisting clients with our online catalog orders . Preparing Invoices and Credit Notes . Issuing RMA Return Merchandise Authorization . Collecting payments . Organizing and Update on client files . Preparing embroidery orders for our embroidery department . Operating scan and fax machines <p>Programs used : Outlook Mail, Embtrak, Wit, CRM</p>
	<p>Cashier, Supervisor JETRO/RESTURANT DEPOT</p> <p>Cash Handling</p> <p>Answering Customer inquiries about merchandise</p> <p>Inventory Management</p> <p>Product Pricing</p> <p>Pulling Orders</p> <p>Updating tags and price changes</p> <p>SUPERVISORY DUTIES:</p> <p>Responsible of supervising up to 6 cashiers per day</p> <p>Performing product returns</p> <p>Adjusting prices in the computer system</p> <p>Closing out registers at the beginning and end of every shift</p>
Sep2011-May20 14	<p>Sales Representative, Phone Ware Inc.</p> <p>Maintaining records of contacts, accounts and orders</p> <p>Explaining product services and pricings</p> <p>Answering inquiries from Time Warner, Cox Communications and Sudden Link Communications</p> <p>Delivering prepared sales talks</p> <p>Reading from scripts the described products and services</p> <p>Persuading potential clients to purchase desired products</p> <p>Obtaining customers information such as name, address and payment methods for data entry.</p> <p>Maintaining excellent phone adequate</p>

Oct2008-Feb2011 Cashier, HOME DEPOT

- 1 Handling all cash, credit ,and debit transactions
- Operating a POS system
- Making daily cash drops of average amounts up to \$500
- Assisting customers about product inquiries
- Setting up appointments for all in home installations
- Performing returns and exchange

Jan2004-Feb2006 Cashier, Service Deli Clerk, Customer Service Desk Agent ALBERTSONS

- 6 Handling all cash, credit ,and debit transactions
- Assisting customers with help loading
- Restocking merchandise
- Performing returns and exchanges
- Food Preparation
- Setting up food displays
- Operating a meat and cheese slicer
- Taking and Preparing catering orders
- Awarded top sales person by utilizing sales techniques to up-sell deli products.

EDUCATION

June 2006 Obtained a High School Diploma VALHALLA HIGH SCHOOL

Aug2007-Oct2009 Medical Administrative Assistant GROSSMONT COMMUNITY COLLEGE

Nov 2014-Current Platt College

Obtaining a Bachelors Degree in Media Science