

Olivia Ibarra

East Palo Alto, CA 94303

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- 2+ years fast paced environment
- 2+ years' experience in cashiering and customer service
- Bi-Lingual (English & Spanish)
- Well versed in maintaining an assertive awareness of the areas around the cashier's booth
- Proficient in assisting accounts personnel with locating and reconciling
- Demonstrated attention to detail and ability to work in a self-directed manner

Authorized to work in the US for any employer

WORK EXPERIENCE

Ramp Agent/Baggage Handler

SAN FRANCISCO AIRPORT - San Francisco, CA -

2017-05 - Present

- Ramp Agent/Baggage Handler
- Upload/Download

Food Runner/Cashier

In-N-Out Burger - Mountain View, CA -

2015-01 - 2016-04

- Cashier
- Food runner
- Stocked and maintained work area
- Cleaned all equipment and areas
- Keep work area clean

Scanner operator

Ranstad/Google - San Jose, CA -

2009 - 2011

- Read job orders to determine the type of work to be done, the quantities to be produced, and the materials needed.
- Operate office machines such as high speed business photocopiers, reader/scanners, addressing machines, stencil-cutting machines, microfilm reader/printers, folding and inserting, bursting, and binder machines.
- Place original copies in feed trays, feed originals into feed rolls, or position originals on tables beneath camera lenses.
- Compute prices for services and receive payment, or provide supervisors with billing information.
- Sort, assemble, and proof completed work.
- Set up and adjust machines, regulating factors such as speed, ink flow, focus, and number of copies.

Cashier

Primo Cleaners - Palo Alto, CA -

2007 - 2008

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.

Cashier/Customer Service

Mc Donald's - East Palo Alto, CA -

2006 - 2007

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.

Housekeeper

Private Home - Portola Valley, CA -

2011

- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met.
- Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.