

Conjaya Thomas

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Objective

To obtain employment in the fields of **Customer service** or **Retail Sales**

Summary

- Progressively responsible cashier and customer service experience in retail environment and general clerical experience in business office.
- Communicate effectively with people from diverse cultural backgrounds and to identify and resolve customer issues regarding products, billing and services.
- Excellent work ethic – reliable, responsible, bondable, and punctual,
- Work efficiently independently and as a team member
- Able to prioritize and coordinate multiple projects simultaneously with minima supervision and in adherence to deadlines
- Well organized, detail oriented and adaptable to fast-paced workplaces.

Customer Service skills

- Greet, screen and register customers, clients and visitors.
- Consult with customers regarding selection of products and services.
- Operate cash registers, perform cash and credit transactions, provide accurate change and itemized receipts
- Process customer orders through computer terminal and manually.
- Verify customer purchase information.
- Coordinate and expedite delivery and installation of products.
- Perform customer quality assurance follow-up.
- Inventory stock on-hand, identify shortages and re-order stock items.
- Answer multiple-line telephone system, screen and route calls, take and distribute messages and respond to inquiries
- Pull, pack and group materials for shipment.
- Prepare and affix shipping labels.
- Rotate and relocate stock.
- Perform basic office functions including: filing, incoming/outgoing mail, photocopying and faxing.
- Operate personal computers with MS Word, Email and Internet.
- Receive, log, sort and distribute incoming mail.

Employment History

06/2017 – Present	Glide Memorial Church	Food service volunteer	San Francisco, CA
	Assist with preparing and serving lunch, clean and greet consumers		
02/2012 – 06/2017	Stay at home wife and mother	Full service duties	Oakland, CA
	Shop, cook, clean, home work, pay bills, make appointments		
10/2012 – 12/2012	Wal-Mart Store	Cashier	Union City, CA
11/09 – 08/2010	Target Store	Cashier	Hayward, CA
10/2007 – 06/2009	Grace Cathedral	Child Care attendant	San Francisco, CA
10/2007 – 02/2008	Kelly Services	Mail clerk	San Francisco, CA
04/2006 – 09/2007	Latham & Watkins	Conference coordinator	San Francisco, CA
09/2004 – 01/2006	Heller Ehrman	Conference coordinator	San Francisco, CA