

# Alexandria Love

## CAREGIVER

Los Angeles, CA 90043  
lexiibunique23@gmail.com

Willing to relocate: Anywhere  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **CAREGIVER**

- 2017-09 - 2017-12

IHSS

Cooking, cleaning, outings and wash clothes.

#### **MAIL HANDLER**

POSTAL SERVICE - 2016-11 - 2017-01

Mail handler, shipping and receiving, scanning, labeling, sorter, packaging etc.

#### **TEAM MEMBER/CASHIER**

UNIVERSAL STUDIOS HOLLYWOOD - 2013-04 - 2013-06

Greeted customers and ascertain what each customer needs. Maintained knowledge of current sales, promotions and policies regarding exchanges. Demonstrates use of operation of merchandise. Place special orders or call other stores to find desired items.

#### **RETAIL SALES**

WAREHOUSE SHOE STORE - 2011-03 - 2011-12

Greeted customers and ascertain what each customer wants or needs. Described merchandise explaining use, operation, and care of merchandise to customers. Recommended and obtained merchandise based on customer needs and desires. Computed sales prices, total purchases and processed cash or credit payment. Maintained knowledge of current sales, promotions and policies regarding exchanges. Demonstrates use of operation of merchandise. Place special orders or call other stores to find desired items.

#### **OFFICE CLERK**

VOLUNTEERS OF AMERICA - 2010-05 - 2010-09

Answered telephones, directed calls, and took messages. Maintained filing, inventory, mailing and database systems. Communicated with customers, employees, and other individuals to answer questions. Opened, sorted incoming mail, answered correspondence and prepared outgoing mail. Computed, record, and proofread data and other information, such as records or reports. Typed, formatted, proofread, edited correspondence and other documents. Completed work schedules, manage calendars and arrange appointments.

### EDUCATION

#### **HIGH SCHOOL DIPLOMA**

PARKRIDGE HIGH SCHOOL

2014-06

## SKILLS

customer service, Detail oriented, Excellent communication skills, Highly organized, RETAIL SALES

## ADDITIONAL INFORMATION

### SKILLS

- Excellent communication skills
- Administrative and customer service experience
- Highly organized
- Detail oriented
- Great work ethics