

CLAUDIA RIVERA

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OBJECTIVE: Seeking a job that I will grow in.

EDUCATION:

Sept.2005- July 2009- High School Diploma, John F. Kennedy High School

SKILLS:

Confident, articulate and empathetic listener

Bilingual and Fluent in English and Spanish

MS Office: Microsoft Word, Excel and Power Point

EXPERIENCE:

Jul.2016-Present- **Autozone, Customer Sales Manager**, Pinole, CA

As a Customer Sales Manager (CSA), I am a cashier and greet customers. I also upkeep all store inventory. Once a week we get new inventory and I make sure everything is where it belongs. There are times I open or close the store with that I have different responsibilities

Oct.2015-Jul.2016 - **Shell Gas Station, Cashier**, El Portal, CA

Cashier, greet customers, keep store clean

Oct.2011- July2015: **Pick N Pull, Customer Service Associate**, Richmond, CA

Cashier, greet customers, keep sales area clean, sell extended warranties on selected items and ask for donations during holiday season for food bank

Complete yard inventory

Purchases cars by processing DMV paperwork and receiving cars into our system

Print checks and answer phone calls

Sales Lead in Training

Complete and review paperwork from previous sale day

Set daily goals

Count safe and register

Occasionally go to bank