

Chelsea Moreno

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Objective

- To obtain a position where my skills and abilities will help the growth and profitability of the company.

Education

- High School Diploma | 06/2010 | Montclair College Preparatory School, Van Nuys, CA.

Skills & Abilities

- Construction safety training
- Basic overall knowledge of construction sites.
- Food handlers' training
- Ability to multitask
- Customer service experience
- Cash handling, cash register.
- Data entry using Microsoft excel
- Typing and computer course completed

LEADERSHIP

- First Baptist Church, food bank and clothing distribution. Bishop, TX
- Managing construction pit, product leaves site.

Experience

OPERATOR | KAYE & SONS SITE DEVELOPMENT | 10/2017-04-2018

- Operating sheep's foot, smooth drum basic working knowledge of operating an excavator, as well as pipelaying, level, and setup GPS, flagger, safety, parts runner, receiving and distributing tickets on job sites, office hand.

JUICE BAR ATTENDANT | RALPHS GROCERY CO | 12/2015-03/2016

- Displaying excellent customer service. Creating juices to fit individual requests, operating cash register, multitasking, helping other departments and created seasonal aisle. Awarded excellent customer service stars.

OFFICE ASSISTANT | SOLUTIONS FOR PROPERTY | 02/2013-10/2015

- Computer data entry, recording information as needed, filing paperwork, faxing and scanning, incoming-outgoing calls, updating client information, maintaining a clean work environment.

Cashier Test

Score / 15

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

O

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

C

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

C

6) What is the current sales tax rate in your city

0.25% ✓

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

O

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

O

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? **STATE ID DRIVERS LICENCE**

15) How many \$20 bills are in a bank band? **100**