

# JOB RESUME



Name	Jertavia J. Gardner
Location	Dallas Tx. 75227
Direct number	(214-574-8204)
G-mail	Taviajenae95@gmail.com

## Education

- SKYLINE HIGH SCHOOL (SHS) DALLAS, TX (2012-2016) HS DIPLOMA
- NAVARRO COLLEGE (NC) CORSICANA, TX (2016-2016) ASSOCIATES DEGREE
- EASTFIELD COLLEGE (EC) MESQUITE, TX (2018) ASSOCIATES DEGREE

## Work Experience

### • FT SALES TECH

**TARGET TECH - MESQUITE, TX**

**NOVEMBER 2017 - MARCH 2019**

**HAPPILY ASSISTING TARGET GUEST WITH QUESTIONS & PRODUCT SPECS IN ELECTRONIC AREA OF STORE. ACTIVATING CELLULAR PHONES, PLANS & WATCHES ON A POA SYSTEM, AS WELL AS CABLE TV & INTERNET. CHECKING GUEST OUT FOR ITEMS & HANDLING CASH.**

### ° PT FITTING ROOM ASSOCIATE

**MACY'S - DALLAS, TX**

**AUGUST 2018 - JANUARY 2019**

**OFFERING GUEST THE BEST EXPERIENCE WHEN THEY SHOPPED AT MACY'S. CLEARING FITTING ROOM STALLS OF MERCHANDISE, SORTING MERCHANDISE & PREPARING IT FOR RETURN TO THE SELLING FLOOR & REPLACING MERCHANDISE IN THE CORRECT AREA. LASTLY, ASSISTING CUSTOMERS WITH ANY QUESTIONS THEY MAY HAVE.**

### ° PT HOSTESS

**THE OWNERS BOX - DALLAS, TX**

**JANUARY 2018 - JULY 2018**

**CHEERFULLY GREET ARRIVING GUEST, WELCOME THEM INTO OUR RESTAURANT & SEAT THEM.**

### • FT BARISTA

**HMSHOST STARBUCKS - DALLAS, TX**

**MARCH 2017 TO NOVEMBER 2017**

**PROMOTE OUR COFFEE BY EDUCATING CUSTOMERS; SELLING COFFEE, COFFEE GRINDING ACCESSORIES, AND SUPPLIES; PREPARING AND SERVING A VARIETY OF COFFEE DRINKS, WITH PASTRIES, BREAKFAST SANDWICHES, & COOKIES. ALSO CLEANING & MAINTAINING STORE'S APPEARANCE.**

### • FT SERVICE MANAGER

---

**99 CENTS ONLY STORE - DALLAS, TX**

**MAY 2016 - OCTOBER 2016**

**ASSISTING CUSTOMERS, RECRUITING, TRAINING, ASSIGNING, SCHEDULING, COACHING, COUNSELING, & DISCIPLINING EMPLOYEES; COMMUNICATING JOB EXPECTATIONS; PLANNING, MONITORING, APPRAISING, & REVIEWING JOB CONTRIBUTIONS.**

**• PT HEAD CASHIER**

**TOM THUMB GROCERY - DALLAS, TX**

**FEBRUARY 2015 - NOVEMBER 2015**

**ASSISTING CUSTOMERS, SUPERVISE OTHER CASHIERS. RECRUITING, & TRAINING STAFF, ASSIGNING TASKS, SCHEDULING SHIFTS, COLLECTING CASH, & RECONCILING CASH WITH RECEIPTS.**

---

**Language  
Ability**

**Fluent in English only.**

---

**Other skills**

- *Excellent customer service skills, 4 years of customer service.*
- *Valid food handlers license & restaurant experience.*
- *Able to hold complex conversations, easy going and great at paper work and filing.*
- *Works well with computers. Microsoft, word, powerpoint, excel, spreadsheets, data analysis etc.*
- *Communicate for department expectations*
- *Keeps up on all current new policies/procedures*
- *Great with Cash Register*
- *Child care provider*
- *Assist/Precepts/Mentors new employees as directed.*
- *Assist in the identification of ineffective and costly processes and takes actions to improve them.*
- *Complies with personals i.e attendance, ID badge, dress code. Etc*

---

**References**

**Former Supervisor: Talisha Jackson: (469-478-7854)**

**Former Manager: Brittany Johnson: (210-346-7888)**

**Former School Teacher: Sumiko Hart: (903-288-0807)**

**Former Manager: Porcha Jackson: (214-830-4126)**

**Former School Teacher: Pamela Johnson: (214-669-2322)**

---