

Objective

Seeking a position where I can utilize my skills and abilities to contribute to the success of the company.

Skills and Abilities

Cash Handling
Filing
Faxing
Photocopying
Typing Skills (55wpm)

Customer Service
Food handling
Hosting
Team Worker
Telecommunications

Multi-tasking
POS System operating
Microsoft Office
Assisting
Property management

Work Experience

➤ **Temp Employee** ▪ **Express Employment**, Glendale, CA **05/2019 - Current**
➤ **Independent Contractor** ▪ **Standing Room Only**, Culver City, CA **07/2017 - Current**

Cashier Regal Cinema - L.A. Live, Los Angeles, CA **08/2018 - 11/2018**

- Handled all concession food & beverage orders (Popcorn, soda, candy, & snacks)
- Controlled all cash/card transactions and counted out the operated cash register
- Assisted customers with any questions/concerns and tracked show times and schedules

Intern/Office Assistant - Los Angeles Job Corps (Los Angeles, CA) **01/2018-09/2018**

- Executed Data entry efficiently
- Created various documents in Microsoft Office
- Answered phone calls and transferred to the appropriate extension

Intern/Assistant Apartment Manager - President Apartments, Los Angeles, CA **04/2017 - 08/2017**

- Provided outstanding customer service to all residents
- Provided office support (filing, faxing, making copies, etc.)
- Assisted with tours, paperwork and resident concerns as needed

Team Member - Starbucks, Los Angeles, CA **12/2015 - 07/2018**

- Received orders and crafted coffee, tea, and other beverages to customer specifications
- Operated the cash register, labeling, and credit card machines
- Resolved customer complaints and addressed any concerns

Volunteer Experience

Team Challenge - Permian Basin (Midland, TX) **07/2014-05/2016**

- Fed families that were homeless and needed assistance
- Hosted and served for various events such as banquets, churches, and dinner parties
- Assisted with beautification projects (cleaning the community park, buildings, etc)

Education

GED Certificate ▪ Midland College, Midland, TX **2015**

Certifications & Awards

- Microsoft Word/Excel/PowerPoint
- Office Proficiency Assessment and Certification (OPAC)
- Internet and Computing Core (IC3)

Cashier Test

Score B / 15

B

1) A roll of quarters is worth?

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

2
87%

A

2) A roll of dimes is worth?

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

D

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

29.5

N/A

6) What is the current sales tax rate in your city .75?

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

$$\begin{array}{r} .90 \\ 79 \\ \hline 2.99 \end{array}$$

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

$$\begin{array}{r} 21.00 \\ 14.50 \\ \hline 35.50 \end{array} \quad \begin{array}{r} 50.00 \\ -35.50 \\ \hline 14.50 \end{array} \quad \begin{array}{r} 19.50 \\ +14.50 \\ \hline 34.00 \end{array} \quad \begin{array}{r} 135.50 \\ +14.50 \\ \hline 150.00 \end{array}$$

D 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

3.00

A 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

$$\begin{array}{r} 3.75 \\ \times 2 \\ \hline 7.50 \end{array} \quad \begin{array}{r} 1.25 \\ \times 2 \\ \hline 2.50 \end{array} \quad \begin{array}{r} 2.50 \\ \times 2 \\ \hline 5.00 \end{array} \quad \begin{array}{r} 3.25 \\ \times 2 \\ \hline 6.50 \end{array} \quad \begin{array}{r} 6.50 \\ 5.00 \\ \hline 1.50 \end{array} \quad \begin{array}{r} 21.50 \\ 78.50 \\ \hline 100.00 \end{array}$$

TEST_Cashier (2013.07.3)