

## 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

2  
87%

- 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

- 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

- 6 What is the current sales tax rate in your city .075?

- 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

$$\begin{array}{r} 10.00 \\ - 1.25 \\ - .90 \\ - .79 \\ \hline 7.06 \end{array}$$

- 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

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

- 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

8.00

- 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

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

$$\begin{array}{r} 7.50 \\ + 2.50 \\ + 5.00 \\ + 6.50 \\ \hline 21.50 \end{array}$$

$$\begin{array}{r} 100.00 \\ - 21.50 \\ \hline 78.50 \end{array}$$