

# **Gisselle Lopez**

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**OBJECTIVE:** Seeking a part-time position where I can utilize my experience.

## **QUALIFICATIONS**

- 2 years of customer service experience in retail and security
- Computer Skills: MS Word, Excel, Power Point, & Sales Force
- Prompt, quick learner, and enjoys multitasking
- Remains adaptable in changing environments

## **WORK EXPERIENCE**

- |   |                          |
|---|--------------------------|
| <b>Security-Allied Universal Security Services, San Francisco, CA</b>   | <b>08/2017- 11/2018</b>  |
| <ul style="list-style-type: none"><li>• Greeted people entering and exiting premises.</li><li>• Ensured visitors signed in and out.</li><li>• Observed and reported all activities on daily log.</li><li>• Patrolled premises daily to ensure safety.</li></ul> |                          |
| <b>Customer Sales Associate-Walgreens, San Francisco, CA</b>  | <b>05/2017 - 07/2018</b> |
| <ul style="list-style-type: none"><li>• Greeted and assisted customers with locating merchandise.</li><li>• Organized and stocked shelves with merchandise.</li><li>• Organized and maintained cleanliness throughout the store.</li></ul>                      |                          |
| <b>Cashier-Ahi Poke, San Francisco, CA</b>  | <b>11/2017-05/2018</b>   |
| <ul style="list-style-type: none"><li>• Prepped meals to be cooked for customers.</li><li>• Served meals to customers in a hospitable manner.</li><li>• Took the lead as store manager when required.</li></ul>   |                          |
| <b>Internship-Student Work Experience Program, San Francisco, CA</b>  | <b>06/2015 -08/2015</b>  |
| <ul style="list-style-type: none"><li>• Typed and recorded documents and made corrections for co-workers.</li><li>• Filed documents and took notes at meetings.</li><li>• Assisted with other duties as assigned.</li></ul>                                     |                          |
| <b>Administrative Support-SF Bicycle Coalition/SWEP- San Francisco, CA</b>  | <b>09/2014-12/2014</b>   |
| <ul style="list-style-type: none"><li>• Prepared and organized outgoing mail.</li><li>• Gathered and assembled membership packet materials.</li><li>• Worked with Salesforce database to record inventory.</li></ul>  |                          |

## **EDUCATION**

High School Diploma-Independence High School, San Francisco, CA