



Chynelle Rhyne

10/25
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(323) 718-6754 | E: chynellerhyne19@gmail.com
520 W 48th St, Los Angeles, CA 90037

PROFESSIONAL SUMMARY

Diplomatic, thorough and steadfast office worker with top-notch administrative skills and solid background in department of public social services . Surpass business targets while satisfying diverse customer demands. Independently handle clerical tasks like routing correspondence and coordinating travel arrangements to keep business operations smooth and efficient. Well-qualified administrative professional with remarkable typing skills, data entry expertise and goal-oriented mentality. Proficient in updating daily logs, investigating discrepancies and managing records. Focused on maximizing service, accuracy and efficiency and capable of working with little oversight.

SKILLS

- Team collaboration
- Administrative support
- Scheduling
- Mail handling
- Recordkeeping
- Mail distribution
- Payment collection
- Credit card processing
- Retail merchandising
- Refund handling
- Cash register operations
- Basic math skills
- Security monitoring
- Cleanliness
- Cleaning and sanitizing
- Order taking
- Cash register systems
- Identification checks
- Cash drawer management
- Customer assistance
- Able to lift 50 pounds
- Basic computer skills
- Working night shift
- Strong team player
- Strong initiative
- Good judgment
- Troubleshoot/repair of compression equipment
- Good communication skills

WORK HISTORY

OFFICE CLERK

01/2019 to CURRENT

Los Angeles County | Los Angeles, CA

- Supported financial operations by managing tax drawers and researching variances
- Delivered expert clerical support to diverse internal staff and management by efficiently handling wide range of routine and special requirements
- Provided clerical support to 50 company employees by copying, faxing and filing documents
- Interacted with customers professionally by phone, email or in-person to provide information and direct to desired staff members
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members
- Evaluated completeness, accuracy and integrity of sensitive and personal

records

- Sorted mail for delivery
- Maintained composure in stressful situations and continued to provide helpful and kind guest services for fantastic customer satisfaction
- Drafted professional business memos, letters and marketing copy to support business objectives and growth
- Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders
- Recorded arrival and departure times for loads
- Recorded minutes at board meetings adhering to proper procedures and bylaws
- Maintained accurate and current alphanumeric filing system for optimal record-keeper efficiency
- Worked with heavy public contact

JANITORIAL CLEANER

03/2018 to 10/2018

K1 Speed Inc. | Gardena, CA

- Performed daily checklists throughout facilities, including cleaning floors, wiping down glass entry ways and collecting trash
- Applied insecticides and released fumigant to guard against insect and rodent infestations
- Mixed, used and properly stored hazardous chemical cleaners to minimize risk of injury or illness
- Maintained optimal supply levels to meet daily and special cleaning needs
- Applied correct chemical solutions and used proper equipment to avoid damage to floors and fixtures
- Dusted all furniture and fixtures thoroughly and carefully
- Carried linens, towels, toilet items and cleaning supplies using wheeled cart for maximum efficiency
- Followed safety standards and established SOPs when handling, mixing and storing hazardous chemicals
- Prepared facilities for special events, including bringing out chair and table racks, setting up arrangements and hanging decorations
- Kept bathroom facilities well-cleaned, stocked and properly maintained for staff and guests
- Established and maintained clean and comfortable environments in cars by vacuuming, cleaning windows and dusting

CASHER TEAM LEAD

06/2017 to 01/2018

Churchs Chicken | Los Angeles, CA

- Reviewed and resolved differences between accounting information and cash drawer
- Checked bills with counterfeit pens and examined coins to spot and refuse foreign currency
- Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies

- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers
- Restocked, arranged and organized merchandise in front lanes to drive product sales
- Consistently met upsell goals by highlighting target merchandise with strategic promotional approaches
- Counted cash in register drawer to balance register at beginning and end of shift
- Worked closely with supervisor to solve problems and handle customer complaints
- Kept drawers accurate, current and secure by checking bills for counterfeit markers, storing large bills and keeping adequate change
- Trained as team management and provided back-up coverage to provide customers with optimal support
- Worked with team members to complete daily counts and maintain funds security to minimize theft and mismanagement risks
- Completed manual and machine counts of funds for transactions valued at over \$4500
- Checked prices for customers and processed items sold by scanning barcodes
- Mentored new team members on registers, meeting customer needs, maximizing group performance and maintaining high satisfaction with customers
- Efficiently processed new orders, completing 200+ daily transactions with remarkable accuracy
- Helped over 200 guests every day by processing payments, monitoring reward accounts and resolving service concerns
- Educated customers on discounts, new meals and special promotions to enhance sales
- Operated cash register for cash, check and credit card transactions with 98% accuracy
- Increased sales 10% by offering advice on purchases and promoting additional products and providing friendly service
- Maintained organized and clean customer areas by completing daily recovery checklists
- Assisted customers with special services, account updates and promotional options

EDUCATION

Criminal Science

Whittier College, Whittier, CA

- Coursework in criminal justice, early education and science.
- Received scholarship of arts poets and communications
- Minored in early education transitioning to current major
- Continuing education in Early childhood education

I CAN LEARN AND
MASTER AND TASK
FAST AND
EFFICIENTLY

Im very well rounded I can be placed anywhere and learn the task set infront of me.

ADDITIONAL
INFORMATION

Im ready to work learn and become apart of the team.

Dishwasher Test

Score 9 / 10

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - ☒ c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - ☒ c) Rubber glove
 - d) Nothing
- D 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - ☒ d) All of the above
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - ☒ b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- ☒ a) True
 - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
 - b) Wait until the end of your shift to clean it
 - ☒ c) Flag the spill and clean it immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - ☒ c) Use an oven mitt or dry cloth towel
 - d) Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- ☒ a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- D 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - ☒ c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution