

LaTaeja Green

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Objective

My goal is to obtain part time employment and develop professional skills to contribute to an organization.

Skills

- Quick learner
- Trustworthy & reliable
- Team player
- Leadership
- Flexible & Adaptable
- Clear verbal & written communication
- Able to prioritize effectively
- Proficient at Microsoft word and Google docs

Experience

Family Dollar– Retail Associate– April2020–July2021

- **Responsible for assisting in the daily operations of the store**
- **Worked in all of the areas including merchandise presentation, processing, markdowns, fitting room area, cashier, customer service and layaway.**
- **Greeted and interacted with customers on a regular basis.**
- **Maintained housekeeping standards of area: including ongoing recovery.**
- **Performed other duties as assigned by supervisor and team leads.**

Education

August 2019 - June 2020

George Washington preparatory high school

Awards

America's Job Center Work Readiness Certificate
Honor Roll Certificate

References

Available upon request