

# Ungelica Valle

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**ungelicavalle@gmail.com**

## — PROFESSIONAL SUMMARY —

Dedicated and proactive individual with 6 years effective customer service experience. Continuously demonstrated ability to maintain a pleasant, positive, and courteous demeanor.

## — KEY SKILLS —

- Well-versed in greeting visitors
- Positive attitude and disciplined work ethics
- Over 6years of cash handling experience
- Uphold registers and process transactions quickly and efficiently
- Experience on ordering and auditing inventory
- Able to make critical and important decisions
- Ability to keep up with legal documentation

## — EXPERIENCE —

### **7-Eleven** San Diego , CA

#### **Sales Clerk** August - Present

- Perform accurate sales through the POS system
- Daily cash handling
- Sales of age restricted items
- Merchandise sales floor and Organize to fit New product
- Customer service and friendly personal

### **Chevron** Alpine, CA

#### **Assistant Manager** March 2014 – August 2017

- Continuously projected a highly polished professional image
- Served as initial point of contact and greet customers upon arrival
- Hands on experience with back office support
- Accurately record money audits
- Strong emphasis on following safety measures and set regulations
- Record important information involving store inspections

- Performing weekly inspections
- Order money for the store and registering into a safe
- Performs paperwork duties weekly
- Helping out manager complete payroll
- Manage receiving/stocking McLane orders
- Assist store manager in conducting LPOS

**Pizza Hut** Spring Valley, CA

**Carryout Captain** August 2013 - March 2014

- Knowledge of health and safety codes and regulations
- Able to work in a high volume and fast pace environment
- Maintained safe, sanitary, and orderly work
- Effectively used items in stock to decrease waste and profit loss
- Performed miscellaneous tasks upon kitchen managers request
- Answer phone calls and take orders quickly and efficiently
- Gather the orders and prepare them for drivers

**Deja Vu** Point Loma, CA

**Waitress/Cashier** July 2012-July 2013

- Prioritize tasks in an ambitious environment
- Promptly handle orders in a timely manner
- Maintain Cleanliness to the club's standards
- Upheld registers; processed transactions quickly and efficiently.
- Maintain A friendly atmosphere for guest
- Handle cash efficiently
- Make quota sales nightly
- Assuring closing producers are followed nightly

—— EDUCATION ——

Grossmont High School, Diploma June 2012