

# Jessica Claire

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## Professional Summary

PROFESSIONALTo work as a Maintenance Worker with Conceptualized employing general SUMMARYmaintenance and mechanical aptitude to handle the company's cleanliness and maintenance needs efficiently. SKILLSBagging, procedures, Computer literatebalance, cash register, Product location and price checkinterpersonal, customer serviceknowledge. Inventory control,experience, Inventory, meetings,Exceptional interpersonalmonitors, pricing, Product location,communication skills.Store safetyreceiving, safety, selling, sales,standards Problem-solving.scanner, seminars, workshops

## Skills

- Ask
  - Balance
  - Calculators
  - Cash register
  - Cashier
  - Credit
  - Customer service experience
  - Fast
  - Forms
  - Inventory
  - Materials
- Meetings
  - Money
  - Monitors
  - Pricing
  - Receiving
  - Sales
  - Selling
  - Scanner
  - Scanners
  - Seminars
  - Workshops

## Work History

- 07/2006 to 01/2007

**Federal Aviation Administration**  
**Dierbergs Markets** – Lake Saint Louis, MO

  - Assists skilled maintenance workers with projects (e.g.
  - Transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
  - Cleans buildings and grounds areas as needed and/or assigned for the purpose of providing and effective working/ learning environment, preventing damage and/or limiting liability exposure.
  - Coordinates with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work order sufficiently.
  - Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform functions.
  - Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- 05/2015 to 07/2019

**Courtesy Clerk**  
**Alberstons** – City, STATE

  - Packaged each customer's purchases so that they can be transported safely and easily between the store and the customer's home, bags, and boxes must be thoughtfully chosen for the size, shape, and weight of the purchases Displayed price check, take "return" products back to proper shelf locations Maintained the front end and parking lot, assisting customers to their cars and collecting shopping carts from the parking lot provided each customer with a positive customer service experience and perform inventory and balance cash drawer Demonstrated an atmosphere of enthusiastic customer awareness with an emphasis on fast, friendly customer service operated check stand equipment such as a cash register,scanner and scale to process customer orders using two aisles to check customers, engages in suggestive selling and other sales techniques processed monetary transactions including giving and receiving cash,checks, gift certificates, traveler's checks, food stamps, issue trading stamps, processing coupons and refunds developed the knowledge of current product location, monitors UPC codes and ensures proper pricing.
  - CASHIER CUSTOMER SERVICE 05/2016 to CURRENT Albertsons | Carson, Camain duties include ringing up sales, bagging items, requesting price checks,honoring coupons, collecting payment and giving appropriate change. Responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records and withdrawals.
  - Scan items and ensure pricing is correct. Greet customers and ask if they want paper or plastic. Take customers orders. Deliver hot or cold food to customers. Take coupons and scan correctly. Dispense correct change. Take money in the form of cash, credit card, or check. Ask for one or two forms of ID to confirm identity. Validate checks. Issue receipts, refunds, and credits. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. Change receipt paper as needed. Resolve amount discrepancies. Bag items carefully. Weight items. Clean up checkout area with damp cloth and disinfectant. Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners. Take food stamps or WIC coupons. Sell tickets, liquor, lottery tickets, and cigarettes. Bag, box, or gift-wrap merchandise. Process returns and check to see if items are damaged. Answer customers' questions and get a manager if answer doesn't solve the issue. Cash checks and provide change. Return unwanted items to shelves.
- 01/2021 to Current

**Amazon Delivery**  
**Amazon** – City, STATE

  - Performed walk around on delivery vehicle before beginning shift to verify correct and safe operating order.
  - An **Amazon delivery driver** is responsible for optimizing customer satisfaction by transporting and **delivering** goods, merchandise, and/or other items in a safe and timely manner. His/her **job description** entails picking up, transporting, and dropping off packages and small shipments within a local region or urban area.

## Education

- 6/2006

**EDUCATION**High School Diploma

George Washington High Preparatory High School - Los Angeles, CA.