

Anjali Smith

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I am an energetic individual looking for a team-oriented company that has a passion for assisting people that I can grow and excel with and learn in a fast paced environment.

Skills

- **Communication** - Able to convey important information to fellow team members and customers in a helpful and encouraging way.
- **Teamwork** - Able to work in a team to guarantee optimal satisfaction.
- **Hard Worker** - Competent with given tasks and ready to apply learned skills to any objective
- **Technical Proficiency** - Great with handling computers and Microsoft Office Suite along with being able to quickly learn technology based assignments along with the ability to type quickly.
- **Multitasker** - Able to juggle more than one task at a time while being able to manage that time.
- **Microsoft Office (5 years)**
- **Computer Skills (5 years)**
- **Typing (10+ years, 70 WPM)**
- **Customer Service**
- **Cash Handling (4 years)**

Experience

September 9th, 2020 - Present

Winn-Dixie

243 US-27 Dundee, FL – *Sales Associate/Closer*

- Provided information about special deals to customers.
- Assisted customers in search for a specific item.
- In charge of processing credit card, cash payments, check payments and handling change.
- Assisted customers with the handling of our store app and troubleshooting issues.
- Handled the organization and detailing of our front lobby along with keeping the front walkway clear and clean.
- Handled restocking.

May 24th, 2017 - July, 2017

Best Anime Shop (Seasonal)

Orange County Convention Center 9800 International Dr, Orlando, FL 32819 – *Booth Attendant/Sales Associate*

- Memorized inventory stock and assisted in selling merchandise to customers.
- Provided information about special deals to customers.
- Assisted customers in search for a specific item.
- In charge of processing credit card and cash payments and handling change.
- Disassembled temporary establishments and packed away unsold merchandise.

Education

August 2017- May 2019

Chain of Lakes Collegiate High School, 999 Ave H NE, Winter Haven, FL 33881

- Enrolled into a dual program that allowed me to attend college alongside high school.
- Was recruited into the National Honor Society.
- Earned High Honors award for succeeding in honor classes.
- Received a Community Service award.
- Graduated with a GPA of 3.6 with honors.

August 2017- May 2019

Polk State College

999 Ave H NE, Winter Haven, FL 33881

- Earned AA Degree.
- Graduated with a GPA of 3.7
- Was recruited into Phi Theta Kappa Honor Society.