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## EDUCATION

### VALLEJO ADULT SCHOOL

High School Diploma, May 2012

## PROFESSIONAL EXPERIENCE

### SECURITY GUARD

First Alarm Security services, Daly City CA 8/10/18- Currently  
Patrol entire apartment complex for two hours every two hours  
Work with coworkers to uphold the rules in apartment complex  
Secure the booth with gate letting in residents, writing guest passes for visitors  
Handle all security complaints that we received on phone in booth  
Also had to tow cars that were parked in red zones or residents parking spots

### SECURITY GUARD

Mint Security, San Francisco CA 3/12/18 -8/1/18

Responsible for watching building I was assign too, making sure every employee came in had a badge and was a current employee with company. Patrol building every two hours around the whole building

## PERSONAL SHOPPER

Instacart, San Francisco CA 1/2015-7/2015

- Responsible for shopping and selecting customer orders via phone app • Helped locate and obtain out-of-stock products based on customer requests
- Proactively looked for solutions and reached out customers regarding missing or damaged items

## CASHIER ASSISTANT

Costco, South San Francisco CA 2014-2015

- Restocked merchandise as needed
- Processed cashier transactions quickly and accurately
- Interacted with customers in a welcoming and professional manner

- Provide customers with information on special promotions to maximize sales • Helped organize and pack member orders for transport to lead cashier

#### DISHWASHER

18th Street Commissary, San Francisco CA 2013–2014

- Assisted with kitchen preparations as needed
- Cleaned and maintained cookware and utensils • Unloaded heavy supplies and stored inventory where necessary
- Informed supervisors when supplies are getting low or equipment is not working properly
- Complied with health and sanitation practices and procedures

#### CASHIER

Al's Donuts, San Francisco CA 2009–2011

- Operated cash registers
- Helped upsell store items
- Restocked items on shelves • Greeted every customer in a prompt and respectable manner

#### RELEVANT SKILLS

- Sales & marketing skills
- Adaptable to various situations
- Self-motivated
- Attentive to detail
- Proficient with Point of Sale (POS) system
- Strong written and verbal communication