

Francesca Rollins

Mukilteo, WA 98275

francesca_rollins@yahoo.com

4259714714

Authorized to work in the US for any employer

Work Experience

Assistant Manager

Twin Liquors - San Marcos, TX

December 2017 to April 2020

I was hired as an entry level sales associate and quickly worked my way up to assistant manager. My daily tasks included; customer service, meeting various sales goals for each day, cash handling, I was in charge of scheduling, managing employees, training employees, opening and closing the registers, keeping track of all the money and sales records, inventory tracking, counting the safe and petty cash, meeting various sales goals, and tracking our monthly commission goals and bonuses. I was also in charge of store presentation, displays, and opening and closing the store.

Sales Associate/Cashier/supervisor

Chartwells Higher Education Dining Service - San Marcos, TX

February 2016 to December 2017

I was the cash office manager. I was in charge of locking and unlocking the office as well as the registers and the safe. I counted and recorded all of the money every morning, before and after each cashier, and at the end of each night. Training new cashiers in policies and procedures.

Party Coordinator

Catchair! Austin - Austin, TX

January 2014 to January 2016

Greeted guests, cash register operations, clean facilities, supervise children and parents using facilities, enforce rules, communicate effectively with children and their parents, plan and host birthday parties, gather supplies and decorate party rooms for birthday parties, ensure accuracy of details for birthday parties, weekly inventory checklist and spreadsheet, maintain full stock of concessions and party supplies

Education

High school in Graduated a year early

San Marcos High School - San Marcos, TX

August 2010 to June 2013

Skills

- Customer Service (8 years)

- Cash Handling (8 years)
- Answering Phones (8 years)
- Microsoft office (10+ years)
- Sales (8 years)
- POS (8 years)
- Microsoft Word (10+ years)
- Microsoft Powerpoint (10+ years)
- Communication skills (8 years)
- Computer Skills (8 years)
- Data Entry (1 year)
- Assistant Manager Experience (3 years)
- Inventory Control (3 years)
- Store Management Experience (3 years)
- Merchandising
- Order Fulfillment
- Office Management
- Direct sales

Certifications and Licenses

TABC

April 2019 to April 2021

Additional Information

Proficient in English, excellent with computers, average Microsoft office skills (been using office since 2nd grade)