2020 Lake Heights Dr Apt H103

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Michelle Alvarado

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| Objective | Seek to work in an environment that will challenge my retail trade experience further, while allowing me to contribute to the continued growth and success of the company. |
| Skills & Abilities | Ability to manage a team efficiently and professionally with my retail experience. Knowledge of the Paylocity payroll software program. Display professional behavior and very detail oriented when creating displays. |
| Experience | New York Mens suit & Tuxedo Temecula, Ca October 2017-June 2018  Sales Associate/ Key Holder.  Assisted customers with purchases. Created seasonal clothing displays, including dressing and arranging mannequins. Offered dressing room assistance, including bringing clothes in different sizes and offering outfit suggestions. Occasionally opened and closed store. Kept track of inventory and handled customer returns. The Baby Shop Temecula, Ca October 2016-June 2018  Sales Associate  Handled the floor and window displays and designing. Stocked merchandise and kept track of inventory. Handled customer complaints and returns. Managed the cash register. Occasionally opened and closed store.  **GO CALENDARS TEMECULA, CA-SEASONAL KIOSK**  October 2017-February 2018  Operating Manager/Key Holder  Handled floor display. Stocked merchandise and handled inventory of all items. Managed cash register, including customer returns and exchanges. Managed the Paylocity payroll software program. Managed and scheduled employees on a weekly basis. |
| Education | Dana Hills High School, Dana Point, Ca High school diploma Was involved in various sports. Also worked at parent’s retail store specializing in kids clothing for many years. |
| Communication | Ability to display professional behavior on the job as well as displaying strong communication skills with fellow employees. Also offering suggestions to customers and employees for a more efficient way to accomplish tasks or to complete sales. |
| Leadership | Managed Mall Kiosk and a staff of about 7. Explained and showed employees how to stock and restock inventory, create displays, and how to close and care for kiosk appropriately. |
| References | Ray- Owner/manager New york mens suit/tuxedo (909) 518-4546  **VIJAYA- SUPERVISOR THE BABY SHOP**  408-646-3086 |