

Sandra Silva



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Objective: I want to be able to work in a different atmosphere and to have the opportunity to learn any new ideas. Also I want to relate all my work experience to this job.

Experience: Santa Cruz County Records Office Nogales, Arizona 85621
Office Clerk 05/2004 to 09/2005
Two and a half years experience in creating maps and labels before released to customer. Also knowledge in microsoft word, excel, index and office work in general.

Ross Retail Store Nogales, Arizona
Shipping & Receiving Clerk 11/2003 to 04/2004

- Verified and kept records on incoming and outgoing shipments.
- Prepared items for shipment.
- Examined outgoing shipments to ensure shipments met specifications.
- Maintained inventory of shipping materials and supplies.
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Beverage House Nogales, Arizona
Clerk, Cashier 2000 to 2002

- Collected cash, check, and charge payments from customers and made change for cash transactions.
- Stocked shelves and marked prices on items.
- Counted money in cash drawer at beginning and end of work shift.
- Recorded daily transaction amounts from cash register to balance cash drawer.

Capin's Corporation Nogales, Arizona
Shipping & Receiving 1993 to 1995

- Reviewed price sheets to note price changes and sale items.
- Stocked shelves and marked prices on items.
- Took care of purchase orders in a timely manner and kept track of daily inventory.

Education: Nogales Unified District Nogales, Arizona
GED CERTIFICATE 2000

BEAUTY SALON TUCSON, ARIZONA
DIPLOMA 2001

Languages:

Fluent in English & Spanish