Brianna Cotton

Cashier

Cleveland, OH 44144 cottonbrianna60@yahoo.com 216-331-8911

Work Experience

Cashier

Dollar Tree Store - Cleveland, OH 2015 to 2016

Customer oriented with prominence on register transactions and customer orientation.

- Assist customers with products and online orders.
- Fulfill customer service with greeting and helping when in need.

Temporary Position- Book seller

Barnes and Noble - Cleveland, OH 2014 to 2015

Customer oriented with emphasis on computer orders and register transactions.

- Ensured customer service for students with specific book information
- Learned various computer techniques such as printing data labels, looking for information on books, and processing online orders.
- Capability of helping customers in an appropriate, fast, and well manner.

Kitchen Crew

Carmino's Pizza - Cleveland, OH 2013 to 2014

Food and service oriented with fast, orderly tasks to complete.

- Learned sanitary food instructions and how to properly prepare specific food.
- Ensured a clean and safe environment for food procedures and the area.
- Memorized ingredients for food with correct measurements.
- Customer friendly and served food to customers.

Cashier

Super Kmart Center - Cleveland, OH 2012 to 2013

Customer oriented with emphasis on register transactions.

- Learned the register techniques and duties
- Memorized certain numbers and codes for register use.
- Fast paced environment using the register and bagging customer items.

Board of Revision- Internship

Cuyahoga County - Cleveland, OH 2012 to 2013

Gathered paperwork and directed people at the information desk.

- Ensured all paperwork was filed correctly.
- Directed people to meetings on a daily basis.

Child care assistant- Internship

Marymount Child Care Center - Garfield Heights, OH 2011 to 2012

Child care assistance with emphasis on food and snack serving for different age groups.

- Learned the amounts of snacks and food children should get a daily basis.
- Capability of gathering numerous amounts food at one time in an orderly fashion.
- Ensured paperwork for children records are filed correctly.

Human Resources- Internship

The Village at Marymount - Garfield Heights, OH 2010 to 2011

Gathered paperwork and activities for the elderly.

- Ensured all paperwork was filed correctly specifically the medical records area.
- Capability of performing activities with the elderly and catering to their every need.
- Learned to create flyers and decorations for the hospital.

Education

Associate of Applied Science in Medical Billing certificate

Cuyahoga Community College - Cleveland, OH 2019

Additional Information

TECHNICAL SKILLS

Microsoft Office Suite: Word - Excel - PowerPoint - Access - Outlook Certified CPR