

Maria Jutras

Fontana, CA

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WORK EXPERIENCE

Nanny/Babysitter

Professional Child Care - Clinton, UT - December 2012 to Present

Inside Sales Representative

Scheu Steel Supply - Rancho Cucamonga, CA - August 2015 to October 2015

RTV/ Chargeback Associate

Zumiez Distribution Center - April 2014 to June 2014

Part Time Cashier

Rancho Cucamonga, CA - Clinton, UT - August 2010 to December 2013

Assistant Store Manager

The Cash Store - Layton, UT - March 2010 to May 2010

Cash Lead

The Sports Authority - Layton, UT - March 2008 to March 2010

Back Line Food Preparation

Backline Cook

Arby's - Layton, UT - September 2007 to October 2007

EDUCATION

High School Diploma

Valley View High School

2007

ADDITIONAL INFORMATION

Highlights of Qualifications:

- 7+ years' experience in retail customer service, customer relations
- 7+ years' experience in cashiering
- 3 years' cash lead and apparel lead
- 3 years' professional child care

Experience:

- Expert knowledge of point of sales systems, store databases and stock listings
- Sales floor expert, remerchandised, monitored inventory levels
- Maintained/reconciled daily cash drawers of \$500 - \$2,000
- Managed 5+ cashiers, accountable for store funds up to \$8K, deposits/withdrawals of \$1K to \$7K
- Accountable for store funds up to \$8K, deposits/withdrawals of \$1K to \$7K
- Flawless management of received customer orders and filing systems
- Ensured corporate directed layout of 2,000 - 4,000 sq. ft., displays, racks, shelving etc.

- Completed and prepared return to vendors, transfers and product deficiency reports
- Familiarity with corporate communication systems, multiline telecom, PA etc.
- Easily understood and successfully executed setting of in-store advertisements
- Maintained store and facilities, sales floor, cash pit, fixtures and customer rest rooms
- Responsible for opening and closing of store
- Oversaw loading/unloading of incoming and outgoing inventory
- Experienced with collection, late and courtesy calls, handled up to \$60K in collections
- Fitted customers for suits and tuxedo rental/ purchases
- Ensured complete and accurate customer data input into store/ corporate wide database for events
- Responsible for invoicing, weekly audits, daily reports, certified mail, sales support, calling for product quotes.
- Experienced with processing/ completing of customer quotes/ sales orders including P.O 's / RFQ's
- Flawless in directing of inbound calls.
- Knowledge of Steelplus software.
- Attended Sandler Training via live feed.