

# Marquette Ward

## Student

Brunswick, GA

wardmarquette@yahoo.com - (678)754-1712

A position in retail, sales, or restaurants

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Cashier

Home Depot - Brunswick, GA - September 2015 to Present

##### Responsibilities

My everyday tasks at work are greeting customers, clean store, help customers find items, lift heavy items, ring up customers, and answer phones.

##### Accomplishments

Each day I work I try to give the best impression of myself because I represent the company and I want the customers to have a great experience.

##### Skills Used

The skills that I use are dealing with money, heavy lifting, great customer services, and multitasking.

#### Volunteer

Rotaract club - Brunswick, GA - January 2015 to Present

##### Responsibilities

I participate in events like picking up litter off the road, making banners for events on campus, or attending the club's bomb fire to interact with other students.

##### Accomplishments

It taught me to be a leader and with Toasters, I learned how to speak in front of a huge crowd.

##### Skills Used

Skills that I display are leadership, confidence, and responsibility. All of these characteristics help me strive as a student and as a person.

#### Sales Associate

Goodwill - Lawrenceville, GA - June 2015 to August 2015

##### Responsibilities

organize merchandise, clean store, help customers, and answer phone calls

##### Accomplishments

The impact I have displayed was respect and caring towards the customers giving them a nice and comfortable experience in the store creates loyal customers.

##### Skills Used

Organization and multitasking are the skills that I demonstrate.

**Sales Associate (Seasonal)**

Crocs - Lawrenceville, GA - November 2014 to January 2015

**Responsibilities**

Organize merchandise, clean store, help customers, answer phone, cashier

**Accomplishments**

I make people happy and comfortable while shopping. I offer honest suggestions so the can get their money's worth and help each customer find what they are looking for.

**Sales Associate**

Burlington Coat Factory - Lawrenceville, GA - August 2014 to December 2014

**Responsibilities**

Organize merchandise

Help customers

**Accomplishments**

My accomplishments so far working here is putting a smile on a customer face and getting compliments from my manager.

**Skills Used**

Good customer service

Multitasking

Computer skills

Phone calls

Greetings

**Office Aid**

South Gwinnett High School - Snellville, GA - August 2013 to May 2014

**Responsibilities**

File papers, answer phone calls, make appointments, run errands, organize and clean office

**Accomplishments**

I was respectful, trusting, and responsible towards my employers.

**Skills Used**

good communication skills

**Assembly Worker**

Duluth Gas Caps - Duluth, GA - 2013 to 2013

2013

**EDUCATION****Marketing**

College of Coastal Georgia - Brunswick, GA

2015 to 2018

**High School Diploma**

South Gwinnett High School

2010 to 2014

#### ADDITIONAL INFORMATION

##### Skills Profile

- Filing and printing papers, organizing, and answering phone
- Running errands and making appointments
- Experienced in the office
- Making gas caps