

# DEBORAH CHACKO



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## PROFESSIONAL SUMMARY

Detail-oriented, dependable professional with strong organizational skills and excellent time management, prepared to provide quality assistance to supervisors and co-workers. Ready to contribute to overall organizational objectives.

## SKILLS

- Organizational skills
- Time management
- Attention to detail
- Teamwork and collaboration
- Positive attitude
- Adaptability and flexibility
- Front-End Development
- React.js
- HTML & CSS

## TOOLS

- Github
- Netlify
- VS Code

## Certifications

<https://www.linkedin.com/in/deborahchacko04/>

## Portfolio

<https://dc-portfolio-project.netlify.app/>

## References

## WORK HISTORY

### Nothing Bundt Cakes - Guest Service Representative

08/2023 - Current

- Provided customer service in store by greeting and assisting the customers and ensuring that their requests and needs were met
- Communicated with customers over the phone regarding pick up orders, comments, and complaints
- Observed and followed all company procedures and policies
- Reviewed the orders for the day and made them accordingly in a timely and efficient manner.
- Handled payment transactions accurately, maintaining proper cash handling procedures at all times.

### Natural Grocers - Sales Associate

07/2021 - 10/2021

- Collaborated with team members to improve overall store performance, sharing best practices, and offering support as needed.
- Boosted customer satisfaction levels through exceptional service, addressing concerns promptly, and providing a welcoming store environment.
- Accurately processed POS transactions, returning coin, currency, payment cards, and receipts to customers.

### Children's Lighthouse - Assistant Teacher

10/2020 - 04/2021

- Managed to recognize problems, and devise positive approaches to overcome issues and ensured that appropriate and equal level of care and attention is given to each child
- Assisted teachers in monitoring outdoor activities during designated times and often assisted the teachers in putting together the activities
- Completed daily reports, meal count sheets, and attendance logs.