262 Greenwood Street Gardner, MA, 01440 (857)-352-9359 Mireillemua1@gmail.com

## MIREILLE MUA



### **EDUCATION**

Gardner High School

200 Catharine Street, Gardner Ma,01440

Member of National Honor Society

GPA:4.0

Graduation date: June 2022

- Member of the Student Advisory Board of GFA Federal Credit Union.
- Equity Club member
- TRiO Participant
- Innovation club member
- Cross country participant



### WORK EXPERIENCE

### Better Banking Associate | GFA Federal Credit Union Nov 14, 2022-Present

- processes loan payments and member transactions like withdrawal, deposits, cashing checks and transfers.
- Issues bank checks
- Answers phone calls
- Provides members with solutions in regards to any troubles

# **Solutions Advisor I** | IC Federal Credit Union May 31, 2022-Nov 11, 2022 520 Electric Ave, Fitchburg, MA 01420

- Process loan payments, and member transactions like withdrawals, deposits, money transfer, and cashing checks.
- Ensures that the assigned cash drawer is balanced and secured.
- Issues bank checks for members
- Answerers phone calls on a daily basis

### Cashier | Walmart Inc

May 09, 2021-Sep 11,2022

677 Timpany Blvd, Gardner Ma, 01440

- Manage purchase and return transactions while paying close attention to details
- Display exceptional customer service skills and helps them with finding items
- Maintain a clean work environment and make sure products are displayed properly.

### Camp Counselor | YMCA Malden

May 13<sup>th,</sup> 2019-August 16<sup>th</sup>, 2019

99 Dartmouth St, Malden MA, 02148

- Supervise a group of 30 kids from ages 3-5 through daily activities, routines and offsite locations
- Maintained a clean and safe environment by regularly sanitizing main areas of contact
- Facilitate a safe learning environment for the children and encourage students with basic motor and reading skills.



### SKILLS

- Customer service
- Fast learner
- Quickly adaptable to new environments
- Conversationally bilingual in Aghem
- Organized

- Honest
- Problem solving
- Discretion
- Detail oriented
- Teamwork