**~~Alexis Arce~~**

**~~2844 Annandale Rd Apt 117 Falls Church, VA 22042~~**

**~~Cell phone: (571) 228-9240 Email: aarce993@gmail.com~~**

**~~EXPERIENCE~~**

~~Taylor Gourmet (Service Clerk) - Arlington, Virginia. 03/2016 - Present~~

~~Responsible for itemizing and totalling purchases by recording prices, departments, taxable and nontaxable items. Balances cash drawer by counting cash at beginning and end of work shift. Maintaining checkout operations by following policies and procedures; reporting needed changes. As well as keeping a safe and clean working environment by complying with procedures, rules, and regulations.~~

~~Angelika Film Theater (Service Clerk) - Fairfax, Virginia 02/2015 - 03/2016~~

~~Demonstrated excellent customer service, comfortable communication and cooperation with peers and guest in high-volume setting, ability to meet tight deadlines under minimal supervision. Maintaining a positive demeanor, handling multiple credit and cash transactions. Trained new employees on a regular bases.~~

~~Safeway Inc. (Courtesy Clerk and Deli Clerk) - Fairfax, VA 02/2013 - 07/2015~~

~~Assisted customers with checking pricing on items, carryout service, and general questions and concerns. Managed supermarket deli counter including keeping work area tidy and sanitized. Provided excellent deli service to customers. Trained new employees on the day to day protocols.~~

**~~EDUCATION~~**

~~High School Diploma: Falls Church High School - 2015~~

**~~SKILLS~~**

~~Biligngual, fluent in English and Spanish, proficient with softwares such as; Microsoft Word, Power Point, Excel, Office, Windows, and Mac. Great communication and customer service skills. Comfortable working in a team structured environment and a keen eye to detail.~~