

MANAGER + CASHIER MANAGER + CASHIER MANAGER + CASHIER Santa Clara, CA To become a valuable team member at New Seasons Market Work Experience MANAGER + CASHIER GROCERY OUTLET February 2016 to March 2017 Worked efficiently and successfully with all types of personalities Maintained calm and accuracy during times of high customer volume

Worked to successfully meet and exceed all customer needs, no matter how small Was in charge of managing all front-end employees, delegating tasks, managing breaks and lunches, managing tills Ordering and receiving/stocking items for various store departments Making sure the store looked its best at all times: facing the shelves, cleaning, restocking low/empty areas Responsible for being aware of special sales, and letting customers know Encouraging all customers to sign up for emails to receive details on special offers/coupons Skills COMPUTER Proficient in Microsoft Excel, Microsoft Word, Windows Operating System and Mac OS X Problem solving, data analysis Entering information into databases PERSONAL Team player, driven, eager to learn, enthusiastic, service-minded Friendly, patient, understanding, caring, not quick to anger Leadership Front-end Manager GROCERY OUTLET February 2016 to March 2017 Worked to create a fun and productive work environment for my team Handled work-related issues with staff quickly and professionally Ensured that the front-end ran smoothly so that the rest of the staff could do their jobs without interruption IT SUPPORT MISSION COLLEGE April 2014 to January 2016 Enhanced leadership skills as team leader Increased communication skills through successfully working with students, teachers, and administration Maintained the school's system and application infrastructure Proficient in asset management through managing the IT department capital equipment IT Project Manager MISSION COLLEGE April 2014 to January 2016 Managed team objectives and facilitated successful team performance Successfully communicated team's performance to management Education BACHELORS in Biology WEST VALLEY COLLEGE August 2013 to Present CERTIFICATE OF PROFICIENCY CA STATE BOARD OF EDUCATION June 2013

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