

Alisha Pal

Newark, CA | 94560 | alishapal96@yahoo.com

Education

- Ohlone College, Fremont, CA
Business Administration

Experience

November 2014 – July 2015

Assistant Manager | Cobblestone Cookies | Newark, CA

- Trained new employees on basic procedures and customer service
- Assisted in kitchen duties
- Opened and closed shop independently
- Handled scheduling of all employees
- Received and processed cash and credit payments

January 2015 – July 2015

Assistant Manager | Dreyer's | Newark, CA

- Simultaneously handled customer service and duties at Cobblestone Cookies as well as Dreyer's

November 2015 – February 2016

Sales Associate | Crazy 8 | Newark, CA

- Recommended and obtained merchandise based on customer needs
- Maintained knowledge of current sales, promotions, inventory, and return and exchange policies
- Assisted in set up of store displays and signage that encouraged customer sales

Computer Skills

- Proficient with software such as: Microsoft Word, Microsoft PowerPoint, Photoshop, Final Cut Pro and InDesign