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|  | **Ashaki Jones**  53# Pointsettia Lane, Pleasantville, San Fernando∙ 478-4538∙ ashakijones@gmail.com |
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| **Objective** | I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself. |
| **Highlights** | •MS Office proficient  • Dedicated team player  • Reliable and dependable  • Mathematical aptitude  • Cheerful and energetic  • Team leadership |
| **Experience** | **Sales Associate**  The Home Depot, Upper Darby, PA.  November 2015 – July 2016  Receives and processes orders for materials and merchandise.  Track the order from the vendor to ensure timely delivery.  When necessary, provide customer service as needed with issues such as order tracking,serial number lookups.  Handle cash transactions with customers  Scan goods and collect payments  Issue receipts, refunds, change or tickets  Redeem stamps and coupons  Make sales referrals, cross-sell products and introduce new ones  Resolve customer complaints, guide them and provide relevant information  Greet customers when entering or leaving establishments  Maintain clean and tidy checkout areas |
|  | **Manager**  Royal’s Clothing, San Fernando, Trinidad.  June 2013 – June 2015  Inventory checking  Secures merchandise by implementing security systems and measures.  Markets merchandise by studying advertising, sales promotion, and display plans.  Placed special merchandise orders for customers.  Maintained friendly and professional customer interactions. |
| **Education** | **High School Diploma:** 2009  **Robert E. Lamberton High School**  Philadelphia, PA, United States  Coursework in Marketing and Advertising  Recipient of Scholarship  Recipient of Principal's Award  Recipient of the Frank Sullivan Relations Award  Honor Roll Student  Recipient of the Frank Sullivan Relations Award  Recipient of the Certificate of Outstanding Achievement in A.P.Calculus  Recipient of the Certificate of Outstanding Achievement in AP. English  Recipient of the Certificate of Outstanding Achievement in Art  Recipient of the Certificate of Outstanding Achievement in Spanish  **Uncompleted: Chemical Engineering**  **Penn State University** - Media, PA, United States |
| **References** | **Karen Alexander**  Clerical Officer  NIB  San Fernando  Trinidad, W.I.  (868)-293-5456  **Katherine White**  HRC  South West Regional Health Authorities  San Fernando  Trinidad, W.I.  (868)-324-4459  **Keele Webb**  Personal Driver  Trinidad & Tobago Air Guard  Piarco  Trinidad. W.I.  (868)-366-7320 |