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| Ashaki Jones  53 Poinsetta Lane, Pleasantville.  San Fernando, Trinidad  1-868-657-0820  ashakijones@gmail.com | | | | |
| 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 & Excel proficient * Dedicated team player * Reliable and dependable * Mathematical aptitude * Cheerful and energetic * Team leadership | | | | | |
| Experience | | | | |
|  | | Secretary | | 2016-2017 |
| Auto Wrist Body Repairs, Duncan Village, San Fernando.   * Greet customers when entering or leaving establishments. * Accept calls and messages. * Do invoices for service work and insurance claims. * Handle the mail, do the filing and pay bills * Operated a cash register to process cash, check and credit card transactions. * Built customer confidence by actively listening to their concerns and giving appropriate feedback | | |
| Sales Associate | 2015-2016 | |
| The Home Depot, Primo Secane, PA.   * 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 * Implemented training course for new recruits — speeding profitability. | | |
| Manager | 2013-2015 | |
| Royal’s Clothing, Media, PA.   * 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. * Ensuring that daily operations run smoothly and all daily task completed. * Handling transactions with customers. * Maintaining a clean and tidy environment for customers.Tripled division revenues for each sales associate. | | |
| Front Desk Clerk | 2012-2013 | |
| All Care Dental, Germantown, PA.   * Maintain files and records so they remain updated and easily accessible * Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.) * Answer the phone to take messages or redirect calls to appropriate colleagues. * Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc. * Undertake basic bookkeeping tasks and issue invoices, checks etc. * Take minutes of meetings and dictations. * Assist in office management and organization procedures. * Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages. | | |
| Education | | | | |
|  | | Robert E. Lamberton High School, Phila, PA. | 2007-2009 | |
| High School Diploma  Philadelphia, PA, United States  Honor Roll Student  Coursework in Marketing and Advertising  Recipient of Principal's Award  Recipient of the Frank Sullivan Relations Award  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  **Penn State University - Media, PA, United States**  Completion Pending: Chemical & Computer Engineering  **Southern New Hampshire University – Manchester, NH. United States**  Currently Attending Online: Information Technology. | | |
| **References** | | | | |
|  | | Tristen Chandler-TywangClerkSouth West Regional Health AuthoritiesMarabella.Trinidad, W.I.(868)-483-2272Alyssa DornerClerkHall Mark Inc.Ste Madeliene.Trinidad, W.I. (868) 324-0568 Karen AlexanderClerkNational Insurance BoardSan Fernando.Trinidad, W.I.(868)-293-5456 | | |