

ina L. Calabrese
281 County Road
Torrington, CT 06790
(860) 605-6351

OBJECTIVE: Looking for a rewarding position in the Administrative/Clerical field

EDUCATION: High School Diploma

SKILLS: Excellent Customer Service, Organized, Able to Multitask, Willing to Learn, Computer Literate

WORK EXPERIENCE:

January, 2007 to Present

The Home Depot

Head Cashier

- Promoted to Head Cashier from Cashier after 1 year of service
- Oversee cashiers in the their day to day responsibilities
- Management responsibilities
- Provide excellent customer service
- Able to solve customer/cashier issues
- Handling of store monies in and out of vault

July, 2005 to Present

Adams IGA

Cashier/Customer Service Representative

- Provide excellent customer service
- Closing office duties as a CSR including balancing of monies at days end

June, 2010 to Present

Canton Discount Food Outlet

- Cashier/ Customer Service Representative
- Closing office duties as a CSR including balancing of monies at days end

REFERENCES AVAILABLE UPON REQUEST