**Ashley Dupuis**

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**Employment  Sears               Enfield, CT                            03/09-01/2011**

               Position:Sales Associate/Cashier

* Responsible for counting money in cash drawers to make sure the correction of amount,  Responsible for maintaining the area clean and orderly, Welcomed customers entering the store, Responsible for solving customer's complaints, Credits, refunds, receipts are issued due to the customer's requirement, Responsible for answering phone calls of customer to provide all the information regarding to products,  Responsible for handling all cash intake and maintenance of light and other duties, and also training new employees.

**Lia Hyundai                        Enfield, CT                            09/2010-Present**

Position: Receptionist/Cashier

Duties: Attended phone calls, concluded the nature of calls and assisted callers to the proper department, Successfully organized appointments between employees and clients, Responsible for typing reports, memos and other correspondence, Kept detailed messages from the person called upon, containing name, call timing and business nature, Accepted and distributed messages and mails to proper departments and employees, Excellent interpersonal, communication and customer service skills.

**Education**

05/07                           Rockville High School – G.E.D.

09/07                 Manchester Community College – D.A.R.C. 1 Semester

**OBJECTIVE**:            Searching for employment that will match my skills & passion with opportunities to learn & progress in this profession

**REFRENCES**:        Upon Request