|  |  |  |  |
| --- | --- | --- | --- |
| 30 Prince st, Springfield, MA 01109 • (413)883-2686 • kiaraerojas@gmail.com | | | |
| Kiara Rojas | | | |
| Objective | | | |
| My objective is to obtain a position in a field where I meet new people and can advance in the company. | | | |
| QualificationsType 37 wpmInventoryMicrosoft OfficeCashieringManaging peopleAnswering phonesExperience | | | |
| August 2010- December 2010 | | Jcpenney | Holyoke, MA |
| Sales Associate  * Open and Close Registers * Organizing accessories and clothing * Answering phones * Assisting Customers | | | |
|  | | | |
| September 2009- April 2010 | | Express | Holyoke, MA |
| Sales Associate  * Changing displays and mannequins * Assisting customers * Ringing the register * Running the fitting room | | | |
|  | | | |
| October 2009-April 2010 | | First Notice | Springfield, MA |
| Customer Service Rep  * Answer phones * Take down insurance information * Transfer calls | | | |
|  | | | |
| October 2008- June 2009 | | Mcdonalds | Springfield, MA |
| Manager  * Manage a large group of people * Solve customer complaints * Count drawers * Open the store | | | |
| Education | | | |
| 2003-2007 | High School of Science and Technology | | Springfield, MA |
| * Honors * High school diplome * Captain of the track team Sophomore-Senior year * Head cheerleader Junior-Senior year | | | |
| References | | | |
| References are available on request. | | | |