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## T A Y O N A J E N K I N S

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### S U M M A R Y

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I'm a Recent High School Graduate, currently seeking part-time/full-time employment. I have nearly three years of work history/experience working in several industries which include: Retail, Food Servicing, as well as Restaurants. I'm a great candidate for employment because I regularly practice time management, I'm a very organized person, I'm detail oriented. I am determined to get the job done.

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### S K I L L S

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Cashier and Financial Transaction  
Customer Service and Support  
Effective Communication  
Food Service

Inventory and Stocking  
Integrity and Honesty

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### E X P E R I E N C E

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**Kroger's, 235 E. FM 1382, Cedar Hill, TX 75104**

**05/2019 - Present**

*Courtesy Clerk, Part-time 20 hrs. per week*

- Provide store and product information to customers, assisted with concerns, and worked to resolve customer concerns, compliant, or other important input.
- Deliver warm and friendly greeting while assistance and supporting customer needs and request.
- Provide personal one-on-one service to help customer locate specific products, answer questions regarding merchandise, and/or offer recommendations.
- Correctly identify and display store product and merchandise.
- Completed multiple financial transactions accurately and efficiently while maintaining positive interaction with customers.
- Maintained a high level of cleanliness, organization, and awareness to assigned sales floor area.

**Walmart Supercenter, 951 W Belt Line Rd, Desoto, TX 75115**

**09/2018 - 04/2019**

*Sales Associate, Apparel/Electronics, Part-time 25-30 hrs. per week*

- Ensured product merchandise were correctly identified, displayed, and priced as required.
- Delivered high level of customer service by providing a warm and friendly greeting.
- Provided high level of merchandise and product information and assisted or resolved customer concerns.
- Ensured all cash handling procedures were followed in accordance store policy and procedures.
- Completed multiple financial transactions accurately and efficiently while maintaining positive interaction with customers.
- Maintained a high level of cleanliness, organization, and awareness to assigned sales floor area.

**Whataburger, 2965 Dallas Hwy, Waxahachie, TX 75165**

**04/2018 - 09/2018**

*Cashier, Food Prep, Part-time 20hrs. per week*

- Performed cash and other financial transactions accurately and honestly in accordance with policy.
- Provided a high quality of service to customers upon arrive and departure.
- Effectively communicated with customers to ensure accurate placement of orders.
- Openly communicated with customers to resolve inaccuracies regarding service.
- Maintained a clean and professional work space at all time to ensure the safety and security of everyone.
- Stocked and replaced inventory, maintained accurate count of supplies and other store goods.

**Volunteer Work:**

**Dept. of Veteran Affairs Medical Center, Vet Center, Dallas, TX**

**03/2018 - Present**

*Volunteer, 20-30 hrs. per week*

- Distributed information, material, and other resources to Veterans and family members during visit.
- Performed clerical and other admin duties such as filing, scanning, and uploading documents.
- Greeted Veterans and employees with warm and friendly smile
- Answered multiple phone lines.
- Schedule, changed, and canceled appointments and reminders,
- Maintained registration, sign-in, and visitor logs.

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**E D U C A T I O N**

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**Cedar Hill High School, Cedar Hill, TX**

**08/2015 – 05/2019**

- High School Graduate, Diploma 05/2019
- GPA: 3.5
- Honor Roll Student,
- Cedar Hill, Texas

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**C E R T I F I C A T I O N**

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- Texas Food Handler's certification (2019-2021)
- Proficient in Microsoft Systems