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|  | Joana Tonche  (469)834-4872 | E: tonchejoana@gmail.com  2907 S. Houston School Rd., Lancaster, TX 75146 |

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| **Skills** | |  |  |  |  | | --- | --- | --- | --- | |  | |  |  | | --- | --- | | * Cash handling * Forecasting and planning * Strong work ethic * Teamwork * Strong communication skills * Bilingual- English and Spanish * Detailed Oriented * Integrity * Proficient in Excel, Word, PowerPoint |  | | |

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| **Work History** | |  |  | | --- | --- | |  | Administrative Assistant *2011 to 2012*  **A.T Transportation | Lancaster, TX**   * Record Expenses * Search for loads * Photocopying, Faxing, Scanning documents   . |  |  |  | | --- | --- | |  | Bakery Clerk / Deli CLerk *06/2013 to Current*  **Brookshire's | Red Oak, TX**   * Received payment via cash, check, card and processed accurately. * Trained new bakery/ deli staff. * Forecasted sales for production planning. * Monitored inventory and reported low stock to supervisor. * Received, inspected and logged all products for accuracy of shipment, temperature and quality. | |

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| **Education**  **Extracurricular Activities** | |  |  | | --- | --- | | \* | **Bachelor of Business in Accounting 2018**  **The University of Texas at Arlington, Arlington, TX**   * **UT Arlington Accounting Society** * **Brookshire’s Volunteer Work** * **St Francis of Assisi Catholic Church Volunteer Work** |  |  |  | | --- | --- | |  |  | |