

Andre'a Saulter

Cashier

Houston, TX - Email me on Indeed: [indeed.com/r/Andre'a-Saulter/768eb2d8f2bfb274](https://www.indeed.com/r/Andre'a-Saulter/768eb2d8f2bfb274)

have a career that serves the public, makes a difference and uses my Criminal Justice degree in that endeavor.

Authorized to work in the US for any employer

WORK EXPERIENCE

Bank Teller

Wells Fargo - Houston, TX -

September 2017 to Present

Cashier

Cypress, TX -

November 2016 to September 2017

77433

Supervisor: Annette Maldonado (281) 304-0385; may be contacted

Responsible for ensuring accurate cash and card transactions at the cash register. Maintained a neat and orderly work section and offered assistance to co-workers as needed. Achieved goal of 80% name capture and 90% email capture each day. Strived to reach store goals for the day that for every customer that comes into the store they leave with no less than two products in their possession. This is done by analyzing customer purchases and suggesting additions to their transaction based on the current purchase. When receiving phone calls from customers, I direct them to specific departments for assistance. Daily I interacted with over a 100 customers and handled over 50 transactions without one error. When customers come in with a defective/damaged product I scribe the repair request for evaluation for management. upon approval of the manager I process/package the item for repair. Indirectly I acted as a loss prevention manager, alerting management when unusual activity occurred in the store. When approached by customers I maintained a cheerful open demeanor so the customer knows you are paying attention to them and lastly a smile to let the customer feel at ease.

Cashier

Cinemark 12 & XD - Pearland, TX -

November 2013 to February 2017

77581

Supervisor: Ronnie Barrington (713) 436-9065; may be contacted

At Cinemark, I worked the ticket counter and was responsible for making accurate financial transactions. I handled credit card and cash transactions that pertained to the purchasing of movie tickets and answered customer questions over the phone. I directed customer complaints to managers and also applicants. This job

taught me responsibility and how to get tasks completed quickly and efficiently even in high stress situations. I saw hundreds of customers a day and used open ended questions to assess their needs. I also assisted with seating customers with disabilities and concessions when they were short handed and needed assistance. Throughout my shift I was responsible for maintaining a balanced cash register to ensure that gross receipts that day was accurate. I refilled shelves for the three-dimensional glasses, made sure enough ticket stock was available to print and stocked, and made sure all the movies that were posted on the walls had accurate show times and annotated whether they were sold out or available.

EDUCATION

B.S. degree in Criminal Justice

Prairie View A&M University

August 2017

two years

Started college

August 2015

High School Diploma

South Early College High School

May 2015

SKILLS

Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year), Outlook (Less than 1 year)

ADDITIONAL INFORMATION

Computer Skills: PC and Microsoft Office Suite, Windows 10 operating systems, Outlook, Internet