

Rachelle Jean

Dental Assistant Student

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Rachelle-Jean/8069d892d1f97308](https://www.indeed.com/r/Rachelle-Jean/8069d892d1f97308)

Authorized to work in the US for any employer

WORK EXPERIENCE

Commission Sales Associate

Nordstrom - King of Prussia, PA - October 2015 to November 2015

Responsibilities

As a sales associate we must remain up-to-date on the popular

fashion trends,

Know how to make best decisions on wardrobe choices. by using my expertise and sense of style

Provided excellent customer service skills

Keeping the sales floor clean and my department, rearranging and organizing shelves and racks

put out new products and build merchandise display

great communication skills

Cash register duties, ringing up my customer sales and returns, make payments, make ordered purchases

balance register towards beginning and end of shift

Skills Used

Customer Service, Organization, interpersonal, intuitive, product knowledge, merchandising

Operations Clerk 1/ Lockbox processor (TEMP)

Wells Fargo - Philadelphia, PA - April 2015 to September 2015

Responsibilities

- Working behind the scenes with little to no contact with customers
- Payment processing, process multiple accounts
- Extracting lockbox payments, verifying data on payments and accompanying documents.
- Process according to customers detailed instructions
- Open mail & process accordingly, sorting, collating & batching in proper groups
- Strong attention to detail, Organizational skills. Following procedures and strict deadlines

- Simple data entry task, performing routine math calculation

Accomplishments

Efficiency

Skills Used

Organization detail oriented

Sales Associate/Cashier

Victoria's Secret - Philadelphia, PA - October 2013 to 2014

Demonstrated excellent customer service

- Completed sales in a fast paced retail environment
- Effectively communicated skills and problem solved issues to complete sales
- Adapted to change in work space
- Assisted customer with their purchases

Caretaker/Nanny

Elizabeth Young - Philadelphia, PA - September 2010 to 2012

Created a stimulating, nurturing, and safe environment for children

- Planned and led educational activities for children

Bank Teller

TD Bank - Philadelphia, PA - August 2009 to 2010

Updated information to the customers on new banking products

- Ensured that the needs of customers are met
- Assisted customers with opening new accounts and closing

Sales Associate/Clerk

Armani Exchange - Philadelphia, PA - July 2008 to 2009

Attended to customers' needs

- Handled all credit card and cash transactions in store
- Responsible for organizing specific departments

Lead Cashier/ Sales Associate

Daffy's Inc - Philadelphia, PA - August 2005 to May 2008

Displayed clothing throughout the store creatively

- Greeted customers to create a warm and comforting shopping experience
- Organized and priced merchandise

- Participated in audits
- Replenished merchandise
- Conducted inventory

EDUCATION

Certificate in Interior Decorating/ Interior Design

QC Design School - Philadelphia, PA

2015 to 2017

Dental Assistant

Brightwood Career Institute - Philadelphia, PA

2016 to 2016

CERTIFICATIONS

CPR/First Aid

CPR/First Aid

February 2018 to Present

ADDITIONAL INFORMATION

SKILLS

- Fluent in Haitian Creole
- Organizer / Residential Home Staging / Interior Redesign
- Proficient in Microsoft Word, Excel