

# Ariana L. West

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## Objective

To obtain data entry employment in a company that recognized hard work and reliability as central to successful job performance.

## Experience

**Cashier/Checkout Operator - Walmart**

**04 - 2016 - Present**

- Highly skilled in providing prompt and friendly customer service
- Well versed in performing monetary transactions such as giving and receiving change
- Knowledge of gift cards, travelers checks, food stamps, cash, checks, processing coupons, and refunds.
- Processing exact and efficient sale and return transactions.
- Operate cash register including cash transaction, checks, and credit/debit charges
- New Hire training
- Assist customers' with large purchases
- Provided technical assistance through the use of troubleshooting software application
- Greet customer and follow company policies

**Data entry assistant - Volunteer Christina Moore**

**11-2015 - 04-2016**

- Review and check applications and supporting documents
- Retrieved request data
- Prepared and submitted reports
- Entered data into designed database and forms
- Checked printouts and performed statistical checks for accuracy
- Maintained complete activity logs and prepared reports
- Scan documents into database audit
- Respond to requests for information and statistics

### **Cashier - Ross Stores**

**04 - 2015 - 11 - 2015**

- Cash handling
- Strong organization skills
- Greet customers and follow company policies
- Provided technical assistance through the use of trouble shooting software applications
- Maintained up-to-date knowledge of store policies regarding payment
- Operate cash register including cash transactions, checks and debit/credit charges
- Worked as a team member performing cashier duties

### **Education**

Kinney High School

**September 2010 - June 2011**

General Education

### **Skills**

Egalitarian Character

Leadership skills

Passionate about taking on new responsibilities  
Strong work ethic  
Good problem solving abilities  
Savvy in Microsoft Office, Excel, Word, and Power point.

*References*

*Available upon request*

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