
SANDRA MALY

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Summary

Seeking a position where I can apply my knowledge, skills and abilities to contribute to a great team.

Skills

- Programming websites
- Bilingual in English & Spanish
- Lifelong learner
- Team worker
- Patient
- Friendly
- Self-motivated
- Organized
- Skilled with computers

Experience

12/2013 to 02/2014

Lori Knapp Companies - Care Taker

- Responsible for attending to complete hygiene needs of patient
- Met daily recreational needs of patient
- Prepared daily meals to meet nutritional needs
- Completed light housekeeping as needed or required

09/2006 to 10/2006

J.C Penny – Madison, WI

- Consistent use of inventory computer database to confirm merchandise price
- Accurately open, unpack and place merchandise
- Maintain professional relationships with co-workers and management
- Leave dock and floor clean before my end of shift was complete

Kohl's - Department Sales Associate, 04/2004 to 10/2004

Cortland Manor, NY

- Accountable for credit card payments received for purchases made, in addition to daily cash handling procedures are done in a timely manner
- Kept the sales floor organized, cleaned and refaced
- Pleasantly greeted customers and kept welcome areas clean

- Completed other duties as assigned

Cashier, 04/2003 to 07/2003

Mc Donald's – Madison, WI

- Daily cash handling
- Serve special request orders to patrons
- Responsible for various preparation of food
- Replenished inventory as needed and required
- Accountable for regular sanitation of the restaurant

Education

Certificate: Web Development, Aug 2015

Yweb - Madison, WI

A three month intense course we learned Html, Css, Javascript, JQuery and Web Development.

Certified: Customer Service & Sales Academy, Jun 2015

Urban League - Madison, Wi

Certified NWRC #22147: National Work Readiness Council, May 2015

Urban League - Madison, Wi

Certificate Program: Laboratory Animal Caretaker, Aug 2007

MATC - Madison, WI

High School Diploma: general, Jul 2003

West High School - Madison, Wi

Certifications

Customer Service & Sales Academy Certified 2015-06 National Work Readiness Council - NWRC

Certified #22147 2015-05 Laboratory Animal Caretaker Certificate Program Madison, WI 2007

Language

English

Affiliations

National Work Readiness Council - NWRC Certified #22147