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| **EXPERIENCE**  **Giant Super Market,** Arlington VA—*Assistant Manager* 05/2018 - Present   * Received and placed orders * Handled money at registers * Assisted manager with delivery plans * Restocked ingredients, Multi tasked with orders.   **Harris Teeter,** Arlington VA — *Cashier* 05/2017 - 05/2018   * Processed debit/credit cards and check payments * Directed customers to correct isles * Issued receipts and change to customers   **Payless Shoe Stores,** Arlington VA — *Receptionist*02/2016 - 05/2017   * Responded to guest and public inquiries * Assisted and directed guests, workers, visitors, and the general public * Provided office support & maintained records.   **EDUCATION**  **Northern Virginia Community College,** Annandale VA 06/2020  Associate of Science in Cybersecurity  Relevant Courses   * Microsoft Network Security * Forensics I   **Yorktown High School,** Arlington VA 11/2003  Relevant Courses   * Cisco Routing | **SKILLS**   * Customer Service * Money Management * Technical Skills * Communication * Multitasking * Organization * Prioritizing * Dependability * Team Player * Leadership   **AWARDS**   * Workplace readiness * WISE Certification * Entrepreneurship Award for Best Business plan * AP U.S History 1st place final exam * Most Improved AP Economics   **LANGUAGES**   * Fluent English * Intermediate Spanish |

**John Smith**

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