

# Leila Zaragoza

Honolulu, HI 96822

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+1 805 514 4116

## Work Experience

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### **Sales Associate**

Ross Dress For Less-Honolulu, HI

October 2025 to December 2025

- Seasonal position
- Customer Service
- Cashier Experience

### **Medical Receptionist**

Ventura County Occupational Medical Center-Oxnard, CA

November 2022 to August 2025

- Customer Service
- Patient Care
- CPR Training
- Medical Assistant

## Education

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### **Mechanical Engineering (Bachelor's degree)**

University of Hawaii at Manoa-Honolulu, HI

August 2025 to Present

### **High school diploma**

Santa Clara High School-Oxnard, CA

August 2021 to June 2025

## Skills

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- Phone etiquette
- Computer operation
- Cashiering
- Retail sales transactions
- Customer service
- Writing skills
- Stocking
- Retail math

- Attention to detail
- Guest relations
- Cash handling
- POS
- Greeting customers
- Interpersonal skills
- Basic math
- Phone inquiries
- Cash register
- Time management
- Sales
- Cash register operations
- Communication skills

## Additional Information

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### Availability

- Weekends: Open Availability
- Mon, Wed,& Fri: Anytime after 12:30pm
- Tues & Thurs: Any time after 5pm