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| 3547 Great Neck Rd. APT 28B, Amityville, NY 11701• (631)532-5201(H)• (631) 464-5821(M)/ bennettturry@ymail.com |
| TURRYQUNIA BENNETT |
| **EDUCATION**   * **SUFFOLK COUNTY COMMUNITY COLLEGE** – Brentwood, NY   **Associate in Applied Science (Business Administration)** September 2011- December 2014   * **AMITYVILLE MEMORIAL HIGH SCHOOL** – Amityville, NY   September 2007- June 2011   |  |  | | --- | --- | | SKILLS  * Adept multi-tasker * Moderate Spanish skills * Close attention to detail * Strategic planning capability * Typing speed 50 words per minute * Advanced Knowledge in Microsoft Office |  | |
| **PROFESSIONAL EXPERIENCE**  **Amityville School District –Amityville, NY 11701**  **Dietary Nutrition Staff**, June 2010 - present   * Operates all food preparation equipment in a safe manner. * Serves and prepares all food required in the food service program as needed. * Uses cleaning chemicals and supplies in accordance with specified safety guidelines. * Cooperate and communicate with other school staff, parents, and students to promote a positive school environment.   **Secretary**, June 2010 - present   * Maintain calendars and schedules for department personnel. * Provide a variety of clerical duties involving all complex matters. * Ability to handle confidential information with complete security. * Maintain office supply inventory by checking stock to determine inventory levels. * Prepare letters, report bulletins, handbooks, notes, rough drafts and verbal instructions. * Sort and classify incoming mail and other information for efficient disbursement to appropriate recipients.  Pathmark Supermarket Division –Massapequa, NY 11758 **Customer Service/Cashier**, February 2014 – November 2015   * Perform price check functions as needed. * Knowledgeable of hundreds of store products and services. * Utilize, maintain, and report all equipment problems as required by each department. * Greet all customers while providing them with prompt courteous service and assistance. * Demonstrate excellent money handling and mathematical skills during tense fast paced situations.     **Macys Retail Holdings, INC –Massapequa, NY 11758**  **Retail Sales Associate**, March 2011 – January 2014   * Handle all sales and returns courteously and professionally. * Proficiency in cashiering and operation of and mobile point of sale systems. * Be knowledgeable of and perform sales support functions related to POS procedures. * Provide an exceptional customer experience by ensuring the customer is always the priority. * Maintain store cleanliness standards, including cash wrap, back office and restrooms as needed. |