

RESUME ID #110

OBJECTIVE:

Highly motivated, well-organized, and results-driven professional to secure a position with your company in *Sales, Customer Service, as a Cashier, Stockperson, or as applicable*, utilizing my skills, training, and experience

SUMMARY OF QUALIFICATIONS:

- Over 3 years' experience in a school office setting providing uncompromising highest standards of customer service to several teachers assisting them with their administrative needs and requirements, predominantly filing critical student documentation in individualized folders
- Familiar with a variety of retail operations, as well duties and responsibilities, tending to customers' requests for information and product knowledge, resolving issues to their complete satisfaction, receiving shipments of merchandise, updating or affixing pricing, and restocking shelves with product as needed, ensuring presentation of all items in a highly organized fashion
- Regards personal accountability seriously and maintains a focus on meeting and/or exceeding all corporate and customer expectations, and if operating cash registers, maintaining balanced drawers
- Experienced using all office equipment including, computers, copiers, scanners, printers, and fax machines
- Answers phones, taking messages and relating details of such messages to appropriate personnel
- Familiar with the responsibilities and skills required for reviewing merchandise shipments for items received against paper invoices, returning flawed, defective, or damaged merchandise for replacements, refunds, credits, and more
- Over 2 years' experience with residential painting projects, preparing materials, installing or repairing drywall, taping, mudding, and sanding, masking off trim work, painting with brushes, and cleaning up debris, including vacuuming carpets, floors, and baseboards, from work sites
- Strong communications, analytical, math, and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, and completes all projects on or ahead of schedule
- Experienced using computers, technology-minded, Windows, MS Office, Internet research, and email
- Works well independently or collaboratively in a team environment

RELATED EXPERIENCE:

01/13 – 12/15 *Teacher's / Administrative Assistant*

60th Street School, Niagara Falls, NY

- Performed a wide range of office administrative duties for 2 teachers in the middle school including reviewing and processing attendance reports, answering phones, taking messages and informing appropriate personnel, updating student records in individualized folders (hard copy), and more
- Utilized most all office equipment including computers, scanners, printers, copiers, fax machines, and shredders
- Consistently completed all projects per teachers' specifications and in a timely manner

EDUCATION and TRAINING:

GED (in progress)

Orleans-Niagara BOCES60th Street School, Niagara Falls, NY