

SKILLS

- Certified in Microsoft Word
- Certified in Microsoft Power point
- Efficient in Microsoft Excel
- Time management
- Communication
- Team management
- Customer Service
- Sales
- Collaboration

EXPERIENCE

01/2022 – Present

Shift Manager, Park Street Food Mart and Deli – St Petersburg, FL

- Gather customer feedback and take initiative for service improvement
- Successfully handling the register as a cashier and returns.
- Improved communication between customers and co workers by implementing best service.
- Qualified with money transactions, checks and credit card machines.
- Review daily transaction and report to the manager.
- Manage product inventories and communicate with the vendors.
- Act as a shift manager to make sure daily tasks are achieved successfully. Ensure customer satisfaction and as well as co worker satisfaction.
- Ensure all safety protocols are followed by the employees and customer.
- Make sales projection based on previous month and adjust inventories accordingly

11/2021 – Present

Customer Service, 1st Street Kwick Stop – St Petersburg, FL

- Data logging products for deliveries.
- Successfully handling the register as a cashier and returns.
- Collaborate with the coworkers to coordinate various tasks.
- Assisting setting up daily work schedule.
- Review daily transaction and report to the manager.
- Manage product inventories and communicate with the vendors.
- Act as a shift manager
- Use of scheduling inventories such as Microsoft excel and Microsoft project.
- Experience in providing first aid support incase of emergency.

11/2020 – 03/2021

Sales Representative, Dicks Sporting Good – St Petersburg, FL

- Amazing customer service
- Achieving Expected goals and surveys required by the company monthly.
- Customer satisfaction on the floor and register.

- Always being able to provide best sales and providing extra help with other items.
- Team management

03/2019 – 8/2019

Front Desk Support, Walmart – Pinellas Park, FL

- Customer Service for returns and other customer inquiries.
- Performing inventory checks and assist customers to find their needs.
- Well handled with cash register and returns.
- Excellent communication with customers and coworkers.
- Stocking products on the floor.
- Train new employees.

11/2018 – 02/2019

Cashier, Target – St Petersburg, FL

- Well at running the register.
- Customer service with bagging and with extra help.
- Stocking at the floor.

EDUCATION

Graduating: 06/2020

Associates in Arts Degree, St Petersburg College, St Petersburg, FL

Graduated: 06/2020

High school Diploma, Boca Ciega High School, Gulfport, FL