

CAROLYN MONNENS-VARGAS

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PROFESSIONAL EXPERIENCE

Fresh Seasons Market, Victoria, Minnesota United States

Gift/Flower Supervisor, Jan 2014 – present

- Greet customers and ascertain what each customer wants or needs.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Answer questions regarding the store and its merchandise.
- Maintain records related to sales.
- Demonstrate use or operation of merchandise.
- Place special orders or call other stores to find desired items.
- Prepare merchandise for purchase or rental.
- Inventory stock and requisition new stock.
- Clean shelves, counters, and tables.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

Eastern Carver County Schools, Chaska, Minnesota United States

Sub, Apr 2013 – present

- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Type, file, and duplicate materials.
- Distribute tests and homework assignments and collect them when they are completed.
- Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
- Assist librarians in school libraries.
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- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.

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- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
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- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
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- Type, file, and duplicate materials.
- Type, file, and duplicate materials.
- Laminate teaching materials to increase their durability under repeated use.
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- Assist in bus loading and unloading.
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- Distribute tests and homework assignments and collect them when they are completed.
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- Take class attendance and maintain attendance records.
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- Assist librarians in school libraries.
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Walgreens Pharmacy, Chaska, Minnesota United States
Senior Certified Pharmacy Technician, Mar 2000 – Apr 2013

- Receive written prescription or refill requests and verify that information is complete and accurate.
- Establish or maintain patient profiles, including lists of medications taken by individual patients.
- Maintain proper storage and security conditions for drugs.
- Answer telephones, responding to questions or requests.
- Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels.
- Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods.
- Price and file prescriptions that have been filled.
- Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information.
- Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.
- Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer.
- Operate cash registers to accept payment from customers.
- Supply and monitor robotic machines that dispense medicine into containers and label the containers.

- Prepare and process medical insurance claim forms and records.
- Deliver medications or pharmaceutical supplies to patients, nursing stations, or surgery.

EDUCATION

Chaska High School, , Minnesota United States

High School Diploma, Jun 1986

ADDITIONAL SKILLS

- I am a very harder worker who enjoys learning new things and would be an asset to you as an employee if given the opportunity.
- Personal References as follows:Vanassa Switzer 952-210-5807 Renee Garrison-Marlow
952-457-0397Rea Wartman 612-834-9444