

# Samantha Guajardo

Houston, TX

samantha8910rg@yahoo.com - 8062041988

## WORK EXPERIENCE

### **Store & Inventory Specialist II**

Texas Department of Criminal Justice - Childress, TX - March 2013 to February 2015

#### Responsibilities

I conducted unit commissary operations per unit policy to include sells of merchandise to offenders and employees. Supervising multiple offenders at a time, daily, participating in once a month store inventory, ordered weekly store supplies, ordered bi-weekly merchandise trucks & store to store transfers. Daily AD-84 (Maintenance log), receiving & putting in invoices for trucks (ice cream, bread/pastry, & main merchandise) Maintaining key control and ensuring the safety of fellow commissary staff members, offenders, & myself. Also, ensuring merchandise is stocked, rotated, & arranged safely. I fill out daily paperwork & perform security searches of the area while making sure the store is kept clean to include sweeping, mopping, dusting, window washing, & equipment up keep. I also pick up postage from local post office as needed.

### **Cashier/Sales Associate**

Murphy USA - Childress, TX - July 2010 to August 2012

#### Responsibilities

My cashier duties at Murphy USA include friendly customer service, verbal communication, money handling, lifting 30+ lbs, multi-tasking, heavy cleaning, & computer training. Also, including answering telephone calls, moderate mathematical skills, resolving customer complaints, stocking, & using an intercom system. Also training of new employees on night closing procedures.

### **Sales Associate/Customer Service**

JC Penney - Altus, OK - November 2009 to July 2010

#### Responsibilities

My sales associate duties at jcpenny involve fine jewelry sales, sales, credit card applications, friendly customer service, sales returns, bra fittings, problem solving, and sale boosting creative thinking. Also involving computer skills, answering and directing phone calls, organization skills, mild typing, ensuring price accuracy, and completing job description in a timely but accurate manner