



Jacob Aguilera

719-820-0490 Bigjake78@live.com 2519 Jay Place Colo Spgs CO 80909

Professional Summary

Responsible Cashier proficient in handling money and credit cards. Restocking merchandise and helping customers locate needed products. Good listening skills with an attention and detail-oriented nature. Order management and customer service skills. History of keeping work area clean, neat and professionally arranged.

Experience

PURCHASING AGENT MTN STATE PIPE & SUPPLY 719-634-5555 – 12-21 TO 12-23

Responsible for store merchandise stocking. Helping customers locate needed materials and quotes. Credit card processing and money handling. Data Entry and answer phones. Maintained complete knowledge of products, services and procedures.

INSIDE SALES/WAREHOUSE CHARLES D JONES CO 719-635-5573 – 4-04 TO 10-21

Responsible for shipping and receiving, inventory control and organizing orders. Help customers locate needed materials and quote. Credit card processing and money handling. Data entry and answering phones. Maintained complete knowledge of products services and procedures. Operating forklift and pallets jacks. Loading and unloading trucks.

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Education

Gilroy High School

Grad: 1996

Skills

*Product Services *Self Motivated * Cash Register Skills *Good Telephone Etiquette

*Inventory Management *Time Management Skills *Multi-Tasking Ability

*Order Management *Credit Card Processing *Basic Math Skills *Inventory Stocking

*Merchandising and Displays *Customer Relations *Customer Service

