

Sharitta Kirk

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Objective:

Highly motivated person who is a team player at all times works well under pressure loves being around people and helping everyone. I have worked in all kinds of atmosphere and I know how to get the job done right.

Skills:

Cash handling, customer service, stocking, filing, data entry, phones and faxes.

Education

Clark High School `97 graduated

Pinnacle Career Institute `10 certificate in personal training

Work History:

Burlington Coat factory 2012-Present (Aurora,CO)

Receiving help with the unload of truck and putting the merchandise away, and help with the markdown team.

Target 2008-2011 (Las Vegas,NV)-(Aurora,CO)

Logistics crew unloading truck and stocking the floor as well as guest service and cashiering.

Douglas Nissan 2005-2005 (Henderson,NV)

Customer Service/ Receptionist

helping customer understand how their new car works after purchase follow up calls filing faxing. Giving receptionist breaks when needed handling multiple phones and routing calls to the right place.

Merrill Lynch 2004-2004 (temp.) (Las Vegas, NV)

Receptionist- making sure that all calls get to right person and or department multiple phone lines. When customers come in getting them into the board room for meetings.

Rite Aid Pharmacy 2003-2004 (Las Vegas, NV)

Cashier and Customer service

Boulder Station Casino 2000-2001 (Las Vegas,NV)

Cashier

(Any gaps are when I would stay at home and be a homemaker)