

# Markesha Havis

Saint Paul, MN

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## WORK EXPERIENCE

### Cashier

Walmart - Minneapolis, MN - April 2016 to May 2016

Primary roles include scanning coupons, applying discounts, processing payments, and ringing up sales on computerized cash registers. Cashiers also take responsibility for handling returns and answering questions about merchandise, store policies, and ongoing promotions. The job features part-time hours at start, with options for full-time schedules or promotion into managerial careers with experience. Work environments include checkout aisles at store frontends. Cashiers sometimes assist sales and stock associates with remedial tasks during slow hours.

### Cashier

Burger King - September 2015 to January 2016

- .Greet customers and inquire for their preference
- .Provide menu and answer customers' questions regarding menu items
- .Provide information on new deals and discounts
- .Attempt to up-sell deals and provide add-on information
- .Prepare and pack food according to Burger King's policies and procedures
- .Serve food to dine-in customers in the event of delays
- .Ensure the quality and quantity of food items packed or served
- .Ensure that all food and drinks are packed appropriately without spill issues
- .Set up trays for dine-in customers
- .Accept cash in exchange of food and drinks sold.
- .Clean and sanitize customer sitting areas, kitchen and counters
- .Ensure that all kitchen equipment is cleaned and maintained at all times

### Childcare Provider

Babysitting/House Help - Chicago, IL - January 2011 to February 2014

#### Responsibilities

Responsible for preparing healthy snacks and meals

Maintaining to keep the children clean and safe

Preparing group activities

#### Accomplishments

Helping the children learn and grow

Being able to be apart of there family

## EDUCATION

Roger C. Sullivan

## SKILLS

Communication, multitasking, etc (10+ years)

## ADDITIONAL INFORMATION

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MARKESHA HAVIS

Objective: To obtain a position utilizing my skills education for professional growth and development.

## QUALIFICATIONS

Self-motivated, result-driven individual known for an ability to envision and create innovative and successful outcomes to complex situations. Possess diverse skills with an ambitious commitment for driving effective communication and collaborative team and organized project direction.

### Experience

04/2016- 06/2016 Walmart Bloomington, MN

#### Cashier

.Greet the customers as they enter the store.

.Scan merchandise to determine prices and provide customers with information on what needs to be paid

Process credit and debit cards and ensure that receipts are signed and cards are returned

Process discount coupons and redeem offer points in exchange of purchases

Balance cash drawer at the end of each shift and handle any evident discrepancies

Handle returns and exchanges by coordinating efforts with the customer service department

Listen to and attempt to resolve customers' complaints and ensure that any escalated ones are informed to the right department

Ascertain the cleanliness of the cash counter and surrounding areas

Assist sales associates in restocking returned merchandise in shelves and setting up marketing displays

04/2016-06/2016 Old Navy Bloomington MN

#### Sale Associate

Process discount coupons and redeem offer points in exchange of purchases

Greet customers

Hand the customers a bag while shopping so they wouldn't have to hold there items

Explain the sales and the deals going on for the day.

Keep the sections clean

Make sure the clothes are in order and looks presentable.

Help customers find out what they need and want.

03/2016 - 06/2016 Akm/proactive

#### Sales consultant

Promoting and selling our products

Ability to up sale to a customer

Ability to meet our goals.

Ability to make a goal for myself send break even.

Clean up/dust my cart

Ensure the sales team force is positive and are geared up for the challenge

Find out prospective customers/clients and new target segment and penetrate sales in that area

02/2016 - 05/2016 TGIFridays

Food server

Greet customers, help them to their seat in a very welcome manner

Help customer with any and everything ask or needed to be help with.

Clean tables, and served guest

Able to stand on my feet for 12 hrs.

Take orders and Serve food

Ability to lift things

Ability to carry, push and box up things.

Able to read the directions and follow them as read.

09/2015 -01/2016 Burger King Minneapolis, MN

Cashier

Greet customers and inquire for their preference

Provide menu and answer customers' questions regarding menu items

Provide information on new deals and discounts

Attempt to up-sell deals and provide add-on information

Prepare and pack food according to Burger King's policies and procedures

Serve food to dine-in customers in the event of delays

Ensure the quality and quantity of food items packed or served

Ensure that all food and drinks are packed appropriately without spill issues

Set up trays for dine-in customers

Accept cash in exchange of food and drinks sold.

Clean and sanitize customer sitting areas, kitchen and counters

Ensure that all kitchen equipment is cleaned and maintained at all times

Rotate frozen products for freshness

10/2014 - 01/2015 Marshalls Evanston, IL

Sales associate

Stocking everything correctly in the women's department.

Maintaining a clean area

Greeting and helping customers.

01/2012-08/2014 Child care provider Chicago, IL

Babysitting the Lewis family

Responsible for preparing healthy snacks and meals

Maintaining to keep the children clean and safe

Preparing group actives

09/2014 Youth job center Chicago, IL

Volunteer

Launching a future

Preparing for interviews

Participate in resume writing

Answering Calls

Typing tenants problems down

Filing documents

Maintaining to step up and be a leader

Working on team building skills  
Getting into my emotions in a creative way.  
Working with others to build a future.  
Preparing a future for yourself

#### Education

09/2011 - 06/2015 Roger C. Sullivan Chicago, IL  
High school  
Rotc Sports Challenge  
Leadership skills  
Academically Improved in English

#### Extracurricular activities

Consumer education  
Drivers Education  
Jrotc  
Leadership award  
Senior Seminar

#### REFERENCES

Sharithea Cherry (312) 621-2534  
Sharonda Harper (773) 617-5881  
Crystal Williams (773) 563-6490  
Mrs.pow (773) 724-7790  
Dale Johnson (312) 569-1545  
Cheryl Sussewell (773) 543-2000