

# Rachel Price

Seneca, SC

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Responsible and hardworking assembler who can collaborate with a team and produce quality work on tight deadlines. Assembler skilled in managing multiple tasks with frequently changing priorities. Meets deadlines and continuously projects a positive attitude.

## WORK EXPERIENCE

### **Cashier/Customer Service**

High Volume #4 - Pendleton, SC - August 2013 to Present

#### Responsibilities

- Enters purchases into cash register to calculate total purchase price.
- Accepts cash, checks, or bankcards for payment; completes check and bankcard transactions according to established procedure.
- Counts money, gives change and issues receipt for funds received.
- Calculates discounts or references; requests customer identification for certain discounts and receipts as required.
- Maintains sufficient amounts of change in cash drawer.
- Balances cash drawer and receipts; documents discrepancies.
- Trains new cashiers.
- Assists customers in locating specific items.
- Keeps register area neat and stocked with necessary supplies.
- Assists in other areas of store, such as clean-up, shelf-stocking, or keeping merchandise displayed in an orderly manner.

#### Skills Used

- Knowledge of basic arithmetic.
- Knowledge of merchandise location.
- Skill in handling and counting cash.
- Skill in communications with public.

### **Repack/Sort**

U.S. Engine Valve - Westminster, SC - May 2013 to August 2013

#### Westminster, SC

- Closely inspected parts to ensure they were clean and free of contaminants.
- Verified part numbers and placed parts in appropriate shipping containers.
- Recognized and reported defective material to shift supervisor.

### **Hostess/Server**

J Peters Grill and Bar - Seneca, SC - February 2012 to February 2013

Received and welcomed the guests with due attention; greeted them with a smile.

- Provided highest quality of service to the customers by making seating arrangements and room booking prior to their visit.
- Presented the guests with menus and explained any special cuisines to be served.
- Ensured food quality before serving, presented it in the most appetizing way.

- Assisted the customers by working out their queries and grievances.

### **Assembler**

Borg Warner - Seneca, SC - February 2012 to June 2012

Assembled transfer cases.

### **Assembler**

Parkway - Seneca, SC - July 2011 to October 2011

Assembled parts for refrigerators.

### **Library Assistant**

Tri-County Technical College Library - Pendleton, SC - January 2011 to May 2011

Responsible for general management of routine activities of the library.

- Prepare purchase orders for new books; include details like name, quantity and price; and forward its copy to the book vendors.
- Manage library cataloging system efficiently.
- Provide unique identification code to the newly purchased books.
- Ensure the library members adhere to the obligations and regulations concerning acquiring or terminating membership, purchase of books, behavior protocol within the library etc.
- Supervise the library operations and ensure its smooth functioning.
- Ensure safe upkeep of the library books.
- Make certain no student steals, misplaces, scribbles on pages or tears the books.
- Discard the old or torn books and arrange for replacements.
- Issue library card to new members. Update card with relevant entries for every exchange of book.

## EDUCATION

### **High School Diploma**

Seneca High School - Seneca, SC

2009

## SKILLS

- Fast Learner •Highly dependable •Dedication to quality •Goal Oriented•Excellent attention to detail •Great at multitasking •Persistent •Works well on a team