

# Maribel Duran-Rivera

Wyoming, MI 49519

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## Work Experience

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### **Inventory Associate**

Supermercado Mexico - Wyoming, MI

January 2020 to Present

Managed inventory and stayed up to date with each product.

Received invoices and enter data into auto star/excel.

Change prices of the fruit and vegetables when prices increase or decrease.

Collect data from expired, damaged items and enter it into the system.

Review prices and change them when necessary

### **Cashier/Customer Service**

Supermercado mexico - Wyoming, MI

September 2019 to January 2020

My role for this position had a lot to do with cash handling, checking customers out at the cashier, counting drawers before and after work shift.

### **Retail Sales Associate/Cashier**

Macy's - Grandville, MI

May 2018 to November 2018

My role was to be on cashier, get customers to open a macys card, answer phone calls and check fitting rooms.

## Education

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### **High school diploma**

Wyoming High School - Wyoming, MI

May 2018

## Skills

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- Communication skills
- Customer service
- Cash handling
- Retail Sales
- Team oriented
- Inventory Control

- Microsoft Outlook (2 years)
- Data Collection
- Microsoft Excel (2 years)
- Data Entry
- Microsoft Office