

Ruqiya Rabi

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Skills

- Excellent communication skills, written and verbal
- Demonstrate great problem solving skills, excellent use of proper verbiage
- Meeting productivity standards, completing work on time, and demonstrating an overall quality
- Ability to adapt and handle a fast paced environment
- Have a high level of individual initiative; self-motivated and able to work independently
- Proficiency in Word, Excel, PowerPoint, Outlook, Adobe and most computer logistics
- Detailed oriented, and have strong organizational, analytical, and problem solving skills

Work History *(All work gaps due to travel)*

Save-A-Lot Grocery Store (Portland, ME)

August 29, 2018- February 15, 2018

Title: Sales Associate

- Operate register and perform checkout procedures achieving a minimum scanning rate of 25 rings per minute and accurate handling of cash, EBT, checks, or gift cards. Communicate with customers in a friendly and efficient manner.
- Stock product on platforms, shelving, peg hooks and in baskets or refrigerated cases as needed. Handle equipment to move stock as needed.

Volt Workforce Solutions/ St. Jude Medical (Plymouth, MN)

August 25, 2014- January 12, 2018

Title: Medical Operator 1

- Prepared work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Kept equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.

Opal Services (Eagan, MN)

June 2, 2012-June 20, 2014

Title: Direct Support Professional

- Developed client's basic living skills (social, domestic, hygiene) through instruction and encouragement.
- Assisted and documented the development and implementation of long and short-term goals for service recipient, as developed by the Personal Support Team under the supervision of Coordinator.

Macys Department Stores (Bloomington, MN)

September 8, 2011-April 28, 2012

Title: Sales Associate

Kohl's Department Stores (Eagan, MN)

June 9, 2011-September 7, 2011

Title: Sales Associate

- Actively sought customers throughout the store.
- Asked open ended questions about customer needs
- Meet sales goals

Education

- Henry Sibley High School: Obtained Diploma
- Normandale Community College: Some College