

Sandra E. Turner

St. Paul MN 55106
651-200-0916
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SUMMARY:

- Highly experienced customer service professional with 20+ years of experience
 - Comfortable in interacting with all levels of the organization & public
 - Able to make decisions independently and quickly with minimal supervision
 - Flexible, quick learner who can handle a variety of work efficiently
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EXPERIENCE

- Cashier, Family Dollar – Saint Paul MN** 4/2015 – 8/2015
- Cashier, handling all forms of payment.
 - Balanced cash drawer at end of shift.
 - Responsible for closing and securing the store.
 - Stocked shelves, unloaded trucks, and cleaned facility.
- Co-Owner, Turners Flooring Services – Bristow, OK** 1/1996 – 3/2012
- Managed all incoming calls & customer inquiries.
 - Scheduled appointments with customers and vendors.
 - Responsible for accounts payable and receivable activities.
 - Coordinated delivery of supplies and processed purchase orders.
 - Supervised installation of hardwood, tile, and carpet flooring.
- Customer Service Representative, Avis Reservation Center – Drumright, OK** 10/1998 – 1/2000
- Answered incoming calls and customer inquiries.
 - Assisted customers with new bookings, contract changes, and cancellations.
- Cashier, Dollar General Store – Tulsa, OK** 9/1996 – 9/1998
- Cashier, handling all forms of payment.
 - Balanced cash drawer at end of shift.
 - Responsible for closing and securing the store.
 - Stocked shelves, unloaded trucks, and cleaned facility.
- Office Manager/Cashier, Food Outlet – Bristow, OK** 2/1994 – 6/1996
- Supervised crew of twelve cashiers and baggers.
 - Handled all food stamp and WIC transactions.
 - Balanced all register drawers and office safe at end of shift.
 - Responsible for weekly inventory reports.
 - Approved employee time cards.
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EDUCATION

- Offset Printing Certification, Drumright Vo-Tech – Drumright, OK** 1987
- G.E.D., Sapulpa Vocational/Technical College, Sapulpa, OK** 1986

Applicant Name: Sandra Turner

Date: 8/5/15

Interviewer: Maby Arias.

1. How did you hear about Corporate Management Group? Ad? Referral?

Indeed.

2. Is that a mobile / Cell phone or lan line? Do you accept test messages?
How about email?

651 200-0916.

3. (+/-) What are your pay expectations? (Make sure to explain our pay structure)

\$9.00 / 10:00 OK

4. (+/-) What shift(s) do you prefer to work?

1st (Shipping)

5. (+/-) Are you available to work weekends?

yes.

6. (+/-) How do you plan to get to and from work?

Car

7. (+/-) Tell me about what you did at (Pick a previous position listed on application)?

Cashier @ Family

• Why did you leave that position?

N/A.

• If relevant - Why were you terminated?

8. (+/-) Have you ever made a mistake while at work? yes

How did you handle it? fix it.

9. (+/-) Has there been a time when there wasn't any or enough work to do at one of your previous positions? NO

What did you do? always Busy

10. (+/-) Do you currently have any limitations or restrictions that we should be aware when considering you for a position? If so, What? (It does not eliminate them from opportunity we want to make the right match) none.

11. Preparation 8

12. Comprehension 9