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# Selena Weston

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## Education

### High School Diploma (June, 2012)

▶ Lawrence Public High School, Lawrence, MI. 49064

### Graphic Arts certification (June, 2011)

▶ Van Buren County Vo-Tech, Lawrence, MI. 49064

## Experience

### Electronics Sales (March, 2015 –August 2016)

Walmart Corporation (25 25<sup>th</sup> Street S.E., Rochester, MN 55904)

Sell and maintain electronics stock, as well as interact with customers and ensure product quality, as well as quantity.

Understanding how to activate cell phones and the basics of how the registers work. Knowledge in photo, and photo printing devices, as well as the computers that allow customers to develop digital prints.

### Cashier/Cook (December, 2013-March, 2015)

Burger King Franchise (1215 Marion Rd SE, Rochester, MN 55904)

Interact with customers on a daily basis, maintaining and counting a register at by the end of the night. Stocking cups and various other fast food products, as well as knowing when hot products needed to be thrown out. Proper handling of food supplies, and maintaining a clean and sanitary workspace.

### Bakery and Deli (August, 2013-November, 2013)

Target Corporation (Shoppes on Maine, 4611 Maine Ave SE, Rochester, MN 55904)

Package and prepare bakery and deli products before the store opens, stocking and pricing them as well. Clean and sanitize the work station as often as possible. Slice deli meats and breads, and prepare items to be cooked or baked by the morning shift.

### Concessions (February 2013-October 2013)

Wehrenberg Theaters (4340 Maine Ave SE, Rochester, MN 55904)

Popcorn and condiments ready before the doors open, with the fryers warm and the warmers heated for the excess popcorn. Clean the popper, soda, and warmers nightly. Help customers with their orders, and occasionally help clean theaters.

### Overnight Baker (December 2011-January 2013)

Tim Horton's (5709 S Westnedge Ave, Portage, MI 49002)

Bake and decorate donuts, cupcakes, and other pastries. Ensure proper hold time and temperature for coffee and soups, as well as make sandwiches and wraps. Keep all work areas clean and sanitized, make sure all machines work properly, and clean dishes as often as possible. Make sure all customer-access areas are clean and orderly.

## Skills

- ▶ Intermediate computer skills; knowledgeable in Microsoft office products, as well as Adobe software.
- ▶ Basic knowledge of mobile devices and cellular phone software
- ▶ Certification in graphic design
- ▶ Exceptional customer service skills