

## Objective

To pursue a position with a valued company to gain stability and the opportunity to further apply my knowledge and experience

## Professional Experience

### Radio Shack

June 2010 – Present

*Assistant Manager August 2012 – Present*

*Sales Associate June 2010 – August 2012*

#### Responsibilities:

- Maintain and reconciled cash drawer on a daily basis
- Maintain an organized work space
- Communicate with internal and external customers at all levels to ensure successful communication
- Manage and file sensitive documents
- Process the billing aspect of the business
- Manage multiple projects simultaneously
- Train employees
- Troubleshoot issues with customers' electronic devices
- Answer calls and quickly respond with solutions to all customer questions
- Provide excellent customer service
- Schedule staff to confirm balanced coverage
- Ensure all customers are given the correct information on all products
- Continuously attend trainings to sustain an accurate understanding of the products offered
- Use knowledge of electronic products to enhance sales

### Target

October 2009 – March 2010

*Sales Associate*

#### Responsibilities:

- Maintained an orderly store
  - Assisted with a wide range of retail/stocking duties
  - Provided excellent customer service
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## Education

Brighton High School

**General Classes**

August 2007 – September 2010

Aims Community College

**GED**

October 2010 – December 2010

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