Skye S

Address (000)-000-0000 address@gmail.com

**Work Experience**

Integrity products (temp position) 01/2023-01/2023

Production and Fulfillment

- Worked assembly line, assembling products, boxing up items

- Fulfilled orders, packaged and shipped

The Watering Bowl

Dog Daycare Attendant 12/2021-01/2022

- Used Touch Corrections to ensure dog play and interaction was safe

- Fed and gave meds to boarded dogs

- Washed and groomed dogs that were scheduled for grooming

Akira, Richmond Heights

Customer Service/Cashier 02/2021-03/2021

- Used Microsoft Office to keep track of scheduling, shipments, inventory, customers orders

- Dealt with online orders and or over the phone orders

- Handled sensitive credit card information, addresses

World Market, Chesterfield

Seasonal Cashier 12/2019-01/2020

- Provided customer service

- Took payments, bagged items

- Maintained the cleanliness of the area

- Basic stocking duties

- Closing shift duties (locking up, counting money)

STL youth Jobs, St. Louis

Intern Grant writer 07/2019-10/2019

- Wrote correspondence emails

- Used Microsoft Office and Word to create and write grant proposals that included graph statistics and charts

- Verbally defended grant proposals to city council

Panera Bread, Chesterfield

Cashier 01/2018-07/2018

- Greeted customers, cleaned surfaces

- Took orders and processed payments

- managed workers on shift

- Assigned tasks

- Checked quality of finished tasks and items

Walmart, Chesterfield

Cashier 06/2017-09/2017

- Provided customer service

- Scanned receipts and items

- Processed returns and refunds

- Able to use Spanish fluency to communicate with non-English-speaking customers

- Stocked front shelves

**Other Skills**

- Intermediate Data-entry, and Analysis skills

- Spanish Language Fluency (Reading/Writing/Speaking/Listening)

- Able to assess the situation to see if Supervisor/Higher Management is needed.

- Reading workplace documents and charts

- Safe Food certified

- Stocking and Overnight Receiving

**Education**

H High School, City, State
High School Diploma