Skye S

Address (000)000-0000 Skyesmith0528@gmail.com

**Work Experience**

Walmart, Chesterfield

Cashier 06/2017-09/2017

Worked as a Cashier and provided customer service. In Chesterfield there is a high population of working Mexicans, and I was able to use my Spanish to communicate with them in their native language to make them feel comfortable.

Panera Bread, Chesterfield

Cashier 01/2018-07/2018

- Interacted with customers efficiently in a professional manor, and courteously making small talk

STL youth Jobs, St. Louis

Intern Grant writer 07/2019-10/2019

 Wrote correspondence emails, verbally defended my proposals to city council.

World Market, Chesterfield

Seasonal Cashier 12/2019-01/2020

Provided customer service, as well as maintained the cleanliness of the area around me. I had basic stocking duties and worked many closing shifts.

Akira, Richmond Heights

Customer Service/Cashier 02/2021-03/2021

Used Microsoft Office to keep track of scheduling, Shipments, inventory, customers orders. I was responsible for Sensitive Customer Information

The Watering Bowl

Dog Daycare Attendant 12/2021-01/2022

Used Touch Corrections to make sure play and interaction between Dogs was non-aggressive. Fed, and have meds to dogs that were boarding. Wash and Groomed dogs that were scheduled for grooming.

Michaels

Cashier and overnight stocker 11/2022-12/2022

I worked as a cashier as well as I did overnight stocking and fulfillment. Learned how to unload a truck and organize things. Ran BOPUS pick up, fulfilled those orders so that customers could order online and pick up in store.

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

Production and Fulfillment

I worked for a friend of mine on a assembly line for his products as well as fulfilled orders and packaged them and got them ready for shipping.

**Skills**

* Intermediate data-entry, and Analysis skills
* Can speak Spanish
* Good Communication
* Great Customer Service
* Hard Work Ethic
* Fast-Learner
* Multitasking
* Able to assess the situation to see if Supervisor/Higher Management is needed.
* Grant writing
* Reading and understanding workplace documents and charts
* Able to safely handle Personal Identification Information
* Problem Solving mindset
* Fast learner
* Cooking
* Food Prep
* Safe Food certified.
* Shipping and Fulfillment
* Assembly Line and production
* Stocking and Overnight Receiving

**Education**

High School Diploma (12/2017)

H High School, City, State