

Angela Stephens
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Objective

To obtain a position within an organization that will allow me to utilize my technical skills, experience and willingness to help others.

Summary

I have experience as a Cashier at a grocery store and as an Assistant Manager at a restaurant. Most recently, I have been working as a Homemaker from May 2006 to April 2014. My skills and experiences include cash handling, shift management, customer service, employee training, use of various computer programs, and working both independently and in a team environment. Though I have taken some time off, I am eager to re-enter the workforce.

Experience

Homemaker
Sand Gap, KY

May 2006 - Present

- 1 Paid bills and balanced a check book.
- 1 Adept at managing finances such as household budgets and personal accounts.
- 1 Edited and typed papers for family members.
- 1 Used office tools such as computers, copiers, fax machines, printers and scanners.
- 1 Purchased and maintained office and electronic equipment.
- 1 Performed receptionist duties for the household.
- 1 Typing skills Type 45 wpm.
- 1 Experienced with the entire Microsoft Office Suite.

Cashier
Save-A-Lot, Mckee, KY

Sept. 2005 - May 2006

- 1 Cashier, stocking.
- 1 Took payment from customers.
- 1 Paid out change and cash back orders.
- 1 Scanned items to ring up prices.
- 1 Scanned all items so that bill was correct.
- 1 Got signatures from customers using debit cards.
- 1 Assisted other cashiers with difficult customers.
- 1 Bagged purchases.
- 1 Processed vouchers and coupons.
- 1 Maintained clean work area.
- 1 Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- 1 Stock shelves, and mark prices on shelves and items.
- 1 Knowledge sets include Bar code reader equipment, Belt conveyors, Cardboard balers, Cash Registers, Commercial use scales.

Assistant Manager
Pizza Magia, Richmond, KY

Apr. 2001 - Apr. 2002

- 1 Supervise shifts.
- 1 Used software tools including Custom order taking and routing software.
- 1 Supervised food preparation and serving workers.
- 1 Collected and balanced cash receipts at the end of the day or shift.
- 1 Resolved customer complaints regarding food or service.
- 1 Ensured quick, efficient service.
- 1 Promoted friendly customer service.
- 1 Upheld company image and quality customer experience.
- 1 Upheld company standards for food quality and service.
- 1 Used equipment such as barcode readers, credit card machines and point of sale terminals.

Skills

Customer Service and Assistance, Various Computer Programs, Cash Handling, Problem Solving, Leadership, Working with a Team, Budgeting, Microsoft Office, Troubleshooting

Education

Jackson County High
1999
High School Diploma
GPA : 3.0

References

Available upon request.