

SMART D. STUDENT

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OVERVIEW

A self-motivated professional who desires to obtain a position in the field of a paralegal that will offer an opportunity to show and utilize my communication skills and commitment to teamwork excellence. A flexible and dependable employee.

HIGHLIGHT

Customer servicing, Cash handling, strong communication skills, proficient in Microsoft word, PowerPoint and excel, Greet, scheduling, Team Lead, Strong verbal communication, Energetic and organized.

EXPERIENCE

Home Depot (Cashier)

Jan 2021- Aug 2021

- Cash people out
- Getting people to Sign up for Home Depot Credit Cards
- Ability to work long hours with strong management skills
- Being able to understand Customers of what they and need and how to get it fast

Home Depot (Head Cashier/Manager)

Aug 2021-Present

- Training New and current Employees on the job
- Being able to make such our Lines are moving
- Being in charged of the money that gets to send to the Vault
- Performed other duties such as cleanup and concession stand counting revenues as assigned by supervisor.

EDUCATION

New York City College of Technology

2021-Present

Course Work Include: Accounting, Intro to Paralegal

Thomas Jefferson performing arts high school

2016-2021

Course Work Include: Personal Finance, Business, and Economics