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| **Christina Smith**3240 E.118th Cleveland, Ohio   (216)-266-1477 christinaelsmith@gmail.com  |

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| **Objective:** |

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| To provide excellent service and utilize my skills for my employer. Hardworking, innovative, and responsible individual with excellent interpersonal and organizational skills, who can manage various time sensitive tasks simultaneously without supervision. |

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| **Experience:** | **Kitchen Manger****Get Go (Giant Eagle)**, Cleveland, Ohio            2013 - 2016• Performed inventory to maintain accurate control of the companies’ merchandise.• Trained employees to be sufficient according to the mission of the company.• Maintained equipment to be in optimum condition, in order to service customers.**Cashier****The Fresh Market**, Shaker hts., Ohio                  2010 - 2013•Handle cash, credit or check transactions with customers.• Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.• Resolve customer complaints, guide them and provide relevant information.**Cashier****Burlington Coat Factory,**North Randall, Ohio     2009 - 2010• Processes payment by totaling purchases, processing checks, cash and credit cards.• Report all irregular transactions.• Assist staff with stocking and rotating items to ensure store inventory was replenished  |
| **Education:** | **Donnelly College Kansas City, Kansas**                                  **3.0 G.P.A****Liberal Arts - Associates Degree****Work Now/S.O.A. R construction program Construction Employers Association & Urban League** |
| **Internships:** | **Ernst & Young,** Cleveland, Ohio* Trouble-shooting problems and resolving complex issues
* Use of Microsoft Office Professional reports
* Data entry of confidential and private information.
* **Weltman, Weinberg and Reis Co**, Cleveland, Ohio
* Filing per company policy
* Ensuring full compliance with agency requirements and tight deadlines.
* Worked mail room equipment
* **Louis Stokes Cleveland VA Medical Center,**Cleveland, Ohio
* Expert communication skills (Oral, listening, and writing)
* Communicate company concepts to employee and employer.
* Monitored and kept records of various units throughout hospital

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