

Melissa Ann Guerrero

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San Antonio, Texas 78259

Home 210-385-4927
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OBJECTIVE

Seeking a challenging and rewarding position in the clerical or sales field with a progressive organization where personal ability and a commitment to professionalism would be of value. Position should allow for professional and financial growth with demonstrated achievement.

EDUCATION

Sophomore Northwest Vista Junior College, San Antonio, Texas
Graduate 2005- O'Connor High School, San Antonio, Texas

SUMMARY OF QUALIFICATIONS

- Customer Service/Business Front Desk experience.
- Responsible for retail cash register duties.
- Responsible for day end sales reports.
- Familiar with customer calls.
- Proficient in handling multiple projects, detail oriented and committed to hard work.
- Experienced with computers, familiar with Word, Excel, PowerPoint and Access.
- Familiar with office duties such as filing, answering phones, typing, creating file folders and stuffing envelopes.
- Accustomed to sales work.
- Proficient in merchandising inventory.
- Familiar with gift wrapping.
- Responsible with order and pricing of inventory.
- Responsible for cleaning and polishing of merchandise.
- Certified Life Guard at Six Flags Fiesta Texas.
- Support to staff in emergency situations.
- Responsible for reporting equipment malfunction and troubleshooting for equipment problems.
- Supervisor to entry-level staff; emphasizes on rules and procedures for department and Water Park.

PERSONAL STRENGTHS

Bilingual English/Spanish... Accustomed to working under pressure. Well organized, disciplined and possess a highly professional work ethic. Work experience reflects hard work, reliability, competence and confidence underscored by personal commitment and performance.

EMPLOYMENT HISTORY

02/2009 to 06/2009 Diamond Consultant – Zale's Corporation
10/2008 to 02/2009 Sales Associate – Stein Mart
09/2006 to 02/2007 Sales Clerk – Silver Gallery Jewelry & Gifts
08/2004 to 09/2006 Front Desk Clerk – Rose Cleaners
06/2004 to 08/2004 Certified Life Guard - Six Flags Fiesta Texas, San Antonio, Texas
09/2001 to 06/2004 Volunteer – St. Brigid's Church Sunday Day Care
06/2002 to 09/2003 Office Volunteer – Materials Marketing

REFERENCES

Amy Ramos
Juanita Smith

Sales -- Sysco Food Company
Accounting- USAA

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