**First Name Last Name**

Street Address, Apt. #8B

City, State Zip code

 555.555.5555

Professional email

**HIGHLIGHTS**

* Bilingual in English and Spanish
* Intermediate skills in Microsoft Word, Excel and PowerPoint
* Valid NYS “Class D” driver’s license
* Eager to learn with the ability to adapt quickly to challenges

**EXPERIENCE**

**Dinosaur Restaurant**, Bronx, NY Month Year-Month Year

Waitress/Cashier

* Presented menus to customers and answered questions
* Prepared beverages for customers
* Served food and prepared specialty dishes at tables as required
* Ensured customers were satisfied with their meals and quickly resolved all complaints
* Received payments by cash, credits cards, or automatic debits

**Cablevision**, Sunnydale, NY Month Year-Month Year

Dispatcher

* Contacted customers to confirm, cancel, or reschedule service appointments
* Responded to customer service requests by prioritizing and dispatching work orders to installation and/or service technicians
* Monitored technician’s work order status and adjusted orders throughout the day
* Arranged for necessary repairs to restore service
* Handled technical difficulties and followed standard procedures to accomplish assigned tasks

**Common Goods**, New York, NY Month Year-Month Year

Receiver - Seasonal

* Compared and examined shipment contents with records such as manifests and invoices to verify accuracy
* Recorded shipment data, such as weight, charges, space availability, damages, and discrepancies
* Packed, sealed, labeled and affixed postage to prepare materials for shipping
* Requisitioned and stored shipping materials and supplies to maintain inventory of stock

**Key Food Supermarket**, Bronx, NY Month Year-Month Year

Bookkeeper

* Verified figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
* Classified, recorded, and summarized financial data to compile and keep financial records
* Debited, credited, and totaled accounts on computer spreadsheets and databases
* Received, recorded, and secured cash, checks, and vouchers
* Reconciled and reported discrepancies in records

**EDUCATION**

**Hostos Community College/CUNY**, Bronx, NY

A.A. Degree: Liberal Arts & Sciences

Expected Graduation: June 2018