

ALEXANDRA JIMENEZ

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Organized and highly motivated college student with people person skills, who maintains a high level of professionalism, patience and positivity. Experienced with customer service, food preparation, and children in a learning environment. Ability to work well with others in fast paced working conditions and also dedicated to the growth and development of the youth.

WORK EXPERIENCE

Receptionist

California Packaging Center - Ontario, CA

December 2019 to February 2020

- Answered phone calls and emails
 - Shipped out samples
 - Entered data
 - Organized appointments
 - Checked in drivers
 - Set up paper work for warehouse
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Customer Service

Sprint, Pomona CA - Pomona, CA

March 2019 to September 2019

- Provides a total sales solution to our customers, for any of their wireless/mobility needs
 - Delivers an outstanding store experience that improves customer loyalty
- Sales
- Meets or exceeds key performance objectives, including sales and customer satisfaction goals
 - Accurately sets up accounts, so customers are ready to use their new devices and plans
 - Identifies the right solutions for customer billing, technical and/or account issues
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Customer Service

DSW Designer Shoe Warehouse - Ontario, CA

September 2017 to March 2019

- Customer service and engagement greets every customer and look out for cues to match service level with their expectations
 - Cashiering and cash handling
- Organization

- Store operations maintained clean and organized store
 - Pulled, packaged and shipped out online orders, made sure they were in great condition
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Food Prep

El Taco Man - El Monte, CA
October 2012 to August 2016

Food Prep

- Prepare condiments (cut tomatoes, onions, cilantro, lettuce and limes) make guacamole, salsa
- Restock merchandise and wash dishes.

Customer Service

- Serve food to customers, great communication skills as well as problem solving skills.
 - Provide what customers need and increase customer satisfaction.
 - Work with multiple co-workers and took on various projects together.
 - Capable on taking on new tasks and provide solutions to new projects.
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Volunteer

THINK Together - Ontario, CA
August 2015 to December 2015

- Provided homework/academic assistance
- Kept a clean, safe and fun environment for students
- Built authority through communication, patience, and leadership

EDUCATION

Associate in Psychology

Chaffee College - Rancho Cucamonga, CA
2019

SKILLS

- **Organizational skills**
- **Problem solving**
- **Bilingual**
- **Customer Service**
- **Microsoft Office (1 year)**

ASSESSMENTS

Elementary School Classroom Management — Proficient

November 2019

Managing behavior in elementary school classrooms.

Full results: https://share.indeedassessments.com/share_to_profile/733781b5152d070f7581f3068740d922

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