

## EMBROIDERY MACHINE OPERATOR

### Summary

To find employment with a good reputable company with a chance to advance to the best of my abilities and job skills.

### Skills

- Customer Service
- Cashier
- Pharmacy
- Sales Associate
- Embroidery machine operator
- Sewing machine operator
- Telephone/ fax machines
- Filing/ office skills

### Skills

Customer Service: at JC Penney, Goodies, Medisav Pharmacy, Wal-Mart Pharmacy, and The Pharmacy of Pocola.

Sales Associate : at JC Penney, Goodies, Medisav Pharmacy, Wal-Mart Pharmacy, and The Pharmacy of Pocola.

Office Skills: Telephone, Fax machine, Filing, Copier, Customer Service.

Advanced problem-solving, great people skills, and great organizational skills.

### Experience

01/2014 to Current

Embroidery machine operator Company Name 1/4 City, State

- Embroider shirts, jackets, hats, and others items as needed.
- Meet incoming customers and provide immediate assistance.
- Completed purchases with cash, credit, and debit payment methods.
- Answered incoming telephone calls with professional and knowledgeable responses.
- Provided expert product and service information.
- 2001 to 1-28-2014 I was a stay at home mom

09/1999 to 02/2001

Office Administrator/Pharmacy Technician in training/ Sales Associate Company Name 1/4 City, State

- Completed purchases with cash, credit and debit payment methods. Office worker - in charge of all office duties including computer skills, telephone skills, faxing, medical billing, customer account billing, filing, insurance claims, and customer care.
- Pharmacy tech trainee- helped fill prescriptions,
- Met incoming customers and provided immediate assistance. and customer service.
- Listened to customer needs and preferences to provide accurate advice.
- Increased purchase totals by recommending additional items.
- Organized items in visually appealing manner.
- Answered incoming telephone calls with professional and knowledgeable responses.
- Created attractive displays.

03/1998 to 09/1999

Pharmacy Technician in training/ Sales Associate Company Name 1/4 City, State

- Increased purchase totals by recommending additional items.
- Pharmacy Tech trainee- helped fill prescriptions, customer service.
- Met incoming customers and provided immediate assistance.
- Listened to customer needs and preferences to provide accurate advice.
- Completed purchases with cash, credit and debit payment methods.
- Answered incoming telephone calls with professional and knowledgeable responses.

02/1996 to 03/1998

Sales associate Company Name 1/4 City, State

Met incoming customers and provided immediate assistance.

Retrieved alternate items and sizes on request.

Listened to customer needs and preferences to provide accurate advice.

Completed purchases with cash, credit and debit payment methods. Increased purchase totals by recommending additional items.

Organized items in visually appealing manner.

Worked flexible schedule to accommodate changing customer levels.

Answered incoming telephone calls with professional and knowledgeable responses.

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03/1995 to 08/1995

Sales Associate Company Name i¼ City , State

- sales, cash register.
- Met incoming customers and provided immediate assistance.
- Retrieved alternate items and sizes on request.
- Listened to customer needs and preferences to provide accurate advice.
- Completed purchases with cash, credit and debit payment methods.
- Increased purchase totals by recommending additional items.
- Reviewed purchases for fraudulent activities.
- Worked flexible schedule to accommodate changing customer levels.
- Organized items in visually appealing manner.
- Answered incoming telephone calls with professional and knowledgeable responses.
- Provided expert product and service information.

06/1994 to 03/1995

Sewing Machine Operator Company Name i¼ City , State

Â Sewing machine operator - Made hunting gear and dog collars for Nite Lite.

10/1992 to 06/1994

Assembly Line Worker Company Name i¼ City , State

- assembly of wood drawers, book cases, roll top desks, and other wood products.

04/1991 to 10/1992

Sewing Macine Operator Company Name i¼ City , State

- worked on a tacking machine making camping stool covers, plus worked where ever needed to to fill empty places, as needed.

08/1995 to 02/1996

Sales Floor Associate Company Name i¼ City , State

Met incoming customers and provided immediate assistance.

Retrieved alternate items and sizes on request.

Listened to customer needs and preferences to provide accurate advice.

Increased purchase totals by recommending additional items.

Worked flexible schedule to accommodate changing customer levels.

Created attractive displays.

Provided expert product and service information.

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Education and Training

1988

High School Diploma Pocola High School i¼ City , State , LeFlore