

PATRICIA ARIZMENDI

• Salinas, CA •
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OBJECTIVE

General Clerk

QUALIFICATIONS

- Microsoft Word 2007/2010: document formatting, essays, research, business letters, tables
- Excel 2007/2010
- Bilingual in English/Spanish
- Organized
- Multitask
- Ten-key Machine
- Type 35WPM

WORK EXPERIENCE

Crossroads Services, San Leandro, CA

In Store Service Representative:

4 years

Duties consist of bay integrity, replace missing or damaged price labels, and pack down stock. Organize and set bays to new or updated planogram. A variety of new products are cut in according to planogram or space is measured in the shelves until product arrives. Communicate with department associates or managers about any new changes to bays, new product, existing product, and any upcoming resets. Build and wire light fixtures for display in the lighting department for regular merchandise or special orders. Input surveys and pictures on line to corporate office. Return to vendor authorization weekly of defective products or recalls. Communicate daily with customers of any questions, and any specific questions within the departments of electrical and lighting.

EDUCATION

Hartnell College, Salinas, CA

Business Administration Degree in progress, expected date, June 2013.

Major: Accounting, Business Administration

GPA: 3.0

Salinas Adult School, Salinas, CA

General Education Diploma