

Carla Ruiz

Entry Level Office Manager

Personable and organized prospective office manager with a track record of quickly building relationships with customers and colleagues. Looking for an opportunity to translate my people-first mindset to a career as an office manager.

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(123) 456-7890

Seattle, WA

[LinkedIn](#)

Work Experience

Tillman's Supermarket

Cashier

2018 - current | Seattle, WA

- Maintained an extensive knowledge of product inventory to properly assist and direct customers to the appropriate part of the store based on their need
- Established a quick rapport with customers by having a positive, courteous demeanor
- Assisted with the unloading of inventory and ensured all incoming product was properly organized in the storage room
- Re-stocked shelves accurately and efficiently to improve customer satisfaction in the store
- Provided mentorship to new cashiers and eased their on-boarding by answering any questions they had

Chren Hospital

Volunteer Transporter

2017 - current | Seattle, WA

- Volunteered for 10 hours a month as a patient transporter
- Quickly built trust with patients and provided emotional support during a difficult time in their lives
- Practiced extreme diligence in ensuring the correct patients were transported to the necessary area of the hospital

Skills

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- Detail Oriented
 - Driven
 - Multi-tasking
 - Microsoft Excel/ Word/ PowerPoint
 - Scheduling
 - Teamwork

Education

University of Kentucky

Bachelor of Arts, Communications

2014 - 2018 | Lexington, KY