

Antonette Billups

2431 W. Dugdale Road
Waukegan, Illinois 60085
antonette10.billups@gmail.com
(224) 480-7519

OBJECTIVE

Seeking a position to build a long-term career opportunity for career growth as well as enhance my educational and professional skills in a stable and dynamic workplace with a great team oriented environment.

EXPERIENCE

Applicant seeking to gain experience with a company providing opportunities for engaged learning.

ROSS DRESS FOR LESS Waukegan, Illinois November 2018 – January 2019

Retail Sales Associate

- Customer facing.
- Managed sales process and purchasing transactions.
- Assisted customers in deciding purchases.
- As a Cashier, handled monetary transactions for purchased items.
- Assisted in inventory control(s).
- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Answer customer questions about products or services
- Reconcile cash drawers and sales receipts
- Report issues with equipment

STEP BY STEP DAYCARE North Chicago, Illinois March 2018 – November 2018

Daycare Teacher

- Provided a diverse of basic care for children.
- Managed the overall operation as Teacher in the classroom.

- Provided weekly curriculum and training for children educational development.

WALMART

Waukegan, Illinois

February 2017 –December 2017

Associate/Cashier

- Assisted in inventory controls.
- Organized and managed in-house products.
- As a Cashier, managed coupon scanning, applying discounts, processing payments, and closeout sales.

EDUCATION

May 2016

Round Lake Senior High School Graduate

Received High School Diploma. Currently pursuing higher education through CLC College.

SKILLS

- Familiar with Microsoft Word and Excel
- Customer Facing Skills
- Time Management
- Organizational Skills
- Problem-Solving
- Active Listening
- E-mail Management
- Internet Research via Google

HOBBIES / THEATRICAL

Culinary

Theater and Music

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet

February 2019

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP

(Waukegan, Illinois)

February 2019

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

REFERENCES

References are available upon request.

