

## **Josiah Giles**

18737 W. Ash Drive

Lake Villa, Illinois 60046

bency227@gmail.com

(646) 957-1404

### **OBJECTIVE**

To obtain a position with a company in order to build a sustainable career long-term with opportunities for career development in a team oriented environment. Also, to assist in delivering creative and innovative outcomes in helping to solve business challenges in the workplace as well as to grow collaborative with a progressive company.

### **EXPERIENCE**

#### **Chick-Fil-A**

*Cashier*

Gurnee, Illinois

June 2018 - April 2019

- 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

*Jewel*

Gurnee, Illinois

April 2020 - Current

- Bagging
- Managing grocery carts

### **EDUCATION**

Warren Township High

Gurnee, Illinois

Current

- Graduation Class of 2022

*College of Lake County (CLC)*

August 2022

- Pursing CLC prior to graduation or some post-secondary education institution.

## **SKILLS**

- Familiar with Microsoft Word™ and Excel™
- Communication with Customers
- Problem-Solving
- Active-Listener
- Detail Oriented

## **CERTIFICATES, CERTIFICATIONS and AWARDS**

*Illinois WorkNet* State of Illinois June 2020

- Received State of Illinois Certificate for Career Advancement

*Employee Connections, Inc., NFP* Waukegan, Illinois June 2020

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

## **REFERENCES**

References are available upon requests.