

# Rosamaria Ruiz

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## OBJECTIVE

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the growth of the organization. Also, to seek a team environment that is essential to continued collaborations yielding sustainable business outcomes and/or results.

## EXPERIENCE

Waukegan Township                      Waukegan, Illinois                      July 2021 - Present

### *Team Member*

- All clerical, hospitality and housekeeping duties as they are assigned

Chipotle                      Gurnee, Illinois                      July 2020 – May 2021

### *Cashier*

- Manage transactions with customers using a cash register
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones

Waukegan High School                      Waukegan, Illinois                      February 2020 – June 2020

### *Secretary Assistant*

- Interaction with staff for daily clerical support or assistance
- Managing the telephone for incoming or outgoing calls

## EDUCATION

College of Lake County                      Grayslake, Illinois                      July 2020 - Present

Waukegan High School                      Waukegan, Illinois

- High School Graduate                      May 2019

## SKILLS

- Familiar with Microsoft Word™ and Excel™

- Communication with Customers
- Critical-Thinking
- Problem-Solving
- Active-Listener
- Retrieving E-mails
- Detail Oriented

## **CERTIFICATES, CERTIFICATIONS and AWARDS**

*Illinois WorkNet*

State of Illinois

July 2021

- Received State of Illinois Certificate for Career Advancement

*Employee Connections, Inc., NFP*

Waukegan, Illinois

July 2021

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

## **REFERENCES**

References are available upon requests.