

Sa'Rva Brown

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(224) 413-1479

OBJECTIVE

A forward-thinking individual is pursuing a position with a progressive and dynamic company. Also, I seek to enhance my entry-level skills in order to build skill sets within a team oriented environment for career advancement and to contribute in a collaborative fashion.

EXPERIENCE

CYOC Waukegan, Illinois January 2019

Cashier

- 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

EDUCATION

Currently a Sophomore at North Chicago High School . Current

- General Studies

Prior to graduation, I will pursue a post-secondary education opportunity, such as College of Lake County. August 2022.

North Chicago High School Graduate May 2022

SKILLS

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

- Retrieving E-mails
- 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.