

## PERSONAL

- Name**  
Anila Graham
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900 Cherry Ln Gillette  
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## INTERESTS

- Athletics and weight lifting

# ANILA GRAHAM

Entry-level retail customer service assistant with 18 months part-time experience in work apparel sales and service. Basic administration, point of sale, stock take and customer service skills. Recently completed my high school diploma and am excited to secure a full-time trainee position in the retail clothing sector. I am fit and strong and willing to work long hours, including weekends and holidays. My intention is to learn, grow, further my studies and eventually become an area manager.



## WORK EXPERIENCE



Jan 2021 - Present

### Customer Service Assistant

Wyoming Work Warehouse, Gillette

Part-time customer service assistant over weekends and school holidays -

- Assisting walk-in customers
- Providing product information and pricing
- Recommending alternative products
- Ringing up sales
- Taking cash and credit card payments
- Cleaning product shelves and racks
- Replenishing and sorting stock
- Unpacking and checking deliveries
- Assisting with stock take



## SKILLS

Customer service



Point of sale



Replenishing stock



Checking new stock



Stock take



## EDUCATION AND QUALIFICATIONS



Sep 2018 - Jul 2022

### High School Diploma

Westwood High School, Gillette

GPA - 3

Advanced Math, English, Spanish



## REFERENCES



Wyoming Work  
Warehouse

### Craig Mc Alistair

(307) 100 0000

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