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**Jakhia D. Cooper**

2211 Gable St  
 Savannah, GA 31404  
 912-507-8099  
 Jakhia.Cooper@students.sccps.com

**Professional Summary**

Flexible student with great communication skills seek part-time job opportunities to expand work experience as well as overall work ethic.

**Summary of Skills**

- Money management
- Product restocking
- Time management
- Excellent oral & written comm
- Detailed-oriented with good organizational skills
- Good problem solving
- Ability to handle tasks under stress

**Professional Experience**

**Cashier Savannah, GA Zaxby's May 2021-Present**

- Greet customers with pleasantries and take desired orders.
- Balanced cash drawer at beginning and end of each shift.
- Maintain clean, organized, and well-stocked checkout areas.
- Manged orders for customers from start to finish, inspecting final products to verify quality and bagging items for customers.
- Took orders and processed payments by operating touch screen terminals.

**Shoe Sales Associate Savannah, GA New York Boutique April 2020 to May 2021**

- Greeted customers upon entrance to the store or throughout the sales floor and provided proactive service.
- Supported customer needs in fit and function, assisting with sizing requirements and fit options.
- Verified prices and sales promotion to answer customer questions and drive sales.
- Organized and restocked department aisles to maintain product accessibility and positive appearance.
- Reviewed inventory to locate customer sizes in requested styles and retrieved sizing options to achieve perfect fit

**Achievement & Recognitions**

- Accelerated Junior ( Completed High School in 3 years
- Culinary student ( Prepared & served meals to school board & Superintendent

**Education**

- Savannah High School Savannah, GA Diploma May 2022
- Gpa ( 89.2)
  - Business & Tech , Culinary Pathway
  - WBL Student

References are available upon request.

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jakhia resume

Grade  
100/100

Private comments

Great Resume. You excelled in meeting all of the rubric standards. We will work on your formatting and centering at a later date.

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