

Ralph Simon

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New York
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ralphsimon@xyz.com

Objective: I am interested in an entry level job with a reputable firm.

Education: New York State University New York
Bachelors in Science(Chemistry) 2011
Graduated with Honors in Chemistry

Sunnydale High School New York
High School Diploma 2007

Experience: The Coffee House New York
Cashier 1/2/2009 to Present

- Executed daily operations of the coffee shop.
- Provided assistance to staff and management.
- Assisted in training new hire staff.
- Ketp a record of the daily cash inflow and outflow
- Maintained a record of the daily revenue fo the coffee shop.
- maintained records of daily sales and purchases.

Personal Information:

Computer Skills Proficient with MS Word, MS Excel, MS Powerpoint.
Typing speed 45 words per minute

Languages:

Languages Known:- German, English, French,
Spanish

References: Available upon request