

Ralph Simon

123 Birchwood Drive ♦ New York
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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