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Sara Mullen

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Professional Experience

## Paramount Bakers and Confectioners

**Information Clerk Cashier**, *January 2011 – January 2013*

### Responsibilities

Cashing checks

Retrieving cash from money room for check cashing funds

Examining tickets under fluorescent light for validity

Keeping records of complaints made by customers

Submitting records to supervisory personnel

### Achievements and Awards

Applied effective procedures to decrease the time for various activities by up to 30%

Efficiency Shield for the year 2012

Professional Skills

* Excellent record keeping skills pertaining to cash flow
* Excellent knowledge of debit and credit cards
* Ability to perform complex mathematical calculations without calculator
* Ability to build a strong rapport with customers
* Filling requisition forms
* Replacing Stock
* Ability to work with limited supervision
* Ability to manage time to meet deadlines
* Fluent in written and verbal skills
* Effective use of MS Excel, MS, Word, and MS Outlook
* Bookkeeping
* Knowledge of shorthand

Personal Skills

* Excellent Communicator
* Polite and friendly attitude
* Responsible
* Knowledge of International currencies

Education

## New Dallas Institute of Management and Finance

**Diploma in Information Management System** – 2010

GPA: 3.7

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