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|  | Xhensila Jaupaj | | |  |
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| Contact 500 Southampton Rd, Philadelphia, PA, 19116  +14842738708  Xshehu61@gmail.com | | Objective I am looking for a job where I can apply my skills from previous employment where I can work well with others and be apart of a team where there is room for growth. I have open availability and I am a quick learner, follower and can lead when needed. | | |
|  | | Experience 02/2021-02/2022  Cashier • Cashier • Dunkin Donut’s  11725 Bustleton Ave, Philadelphia, PA 19116, 215-464-4375   * Worked full-time various shifts AM and PM. * Made coffees, bagels, mix drinks and various menu items. * Cleaned the machines, wash all sheet pans and coffee making equipment, swiped and moped the coffee shop every time I was night shift, take trashes out, put the donuts in order and replace them for the next shift   *02/2022 - 08/2022*  Store Representative - Cashier  15500 Bustleton Ave, Philadelphia, PA, 19116   * Worked full-time various shifts AM/PM * Worked as a cashier helping customers. * Managed truck day and made sure every product was in order. * Opened/ closed store and put security alarm on to make sure about store safety * Helped customers and answered store phone to make sure everyone got proper help * Helped in covering shifts as many times as needed so the store couldn’t have less employees than needed * Managed online orders as well as picture orders online and in store * Worked with sale stickers to make sure that products on sale doesn’t go unnoticed * Achieved and surpassed weekly quotas in sales for new membership signups.   08/2022-10/2023  Part-time Hostes- - Osteria Saporino  1051 County Line rd, Huntingdon Valley Pa, 19006, 215-355-5577   * Answered phone calls, took reservations * Arrange sitting order and tables for reservations * Clean menus, sit guests to the assigned tables * Check coats and keep my area cleaned | | |
| Education | | Community College of Philadelphia Graduated Community College May 2023 in Business Administration  GPA 3.8, Full time student | | |
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