

JORGE ANDRADE

360 62ND STREET BROOKLYN, NEW YORK 11220 · 347-791-9721
ANDRADEJORGE360@GMAIL.COM

EXPERIENCE

12/2019-present

Head Cashier, MCDONALDS

- Provided dine in and carry out customer service
- Maintained a positive attitude
- Ability to work in a team.
- Handled payments with cash or credit cards.
- Address customer concern and complaints in a sensitive and respectful manner.
- Balanced out the cash register at the end of shift.
- Aided-Spanish speaking customers.

01/2019-12/2019

Men's Floor Sales Associate, CENTURY 21 DEPARTMENT STORE

- Answering the customers questions and concerns, recommending products based on specific wants.
- Provided excellent customer service experience
- Stocked, and organized inventory.
- Aided-Spanish speaking customers.
- Assisted with cashier when help was needed.

EDUCATION

08/2020-06/2024

BACHELORS, CITY COLLEGE OF NEW YORK

09/2019-06/2020

HONORS DIPLOMA, FORT HAMILTON HIGH SCHOOL

Selected to join the national honors society due to my outstanding GPA of 3.9

SKILLS

- Strong interpersonal and communications skills
- Self-starter, team oriented, innovative strategic thinker
- Knowledge of Microsoft Office and Macintosh
- Bi-lingual (English/ Spanish)

ACTIVITIES

Volunteered in Soup Kitchen feeding the homeless

Sunday school teacher- Prepared church lessons and activities for children from ages 4-12

Reference Furnished upon request