

# ***Kimberly Cortez***

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Sacramento, California 95828

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[com](#)

## ***JOB OBJECTIVE***

To obtain an Merchandising Position with the opportunity for advancement.

## ***SUMMARY OF QUALIFICATIONS***

- Over three years experience in retail merchandising and management.
- Ability to communicate effectively both orally and written.
- Experienced in planning, organizing and working under pressure.
- Experienced on resolving complaints.
- Ability to work independently or as part of a team.
- Experienced in resets,refresh,and special orders.

## ***EDUCATION & CERTIFICATES***

Sacramento High School 1980-1983

R.O.P.Government Office-1982-1983-Graduated

## ***PROFESSIONAL EXPERIENCE***

### **Retail Store Services**

Coordinate and manage the plumbing inside up to 3 Home Depots.

- Prepare and review documentation to ensure accuracy.
- Establish and maintain good working relationship with Home Depot employees.
- Organize and implement department's rules and guidelines.
- Monitor the facility to ensure that it remains safe, secure, and well-maintained.

In charge of special orders and returns.

### **I.H.S.S(Home Care Provider)**

- Perform daily house keeping duties.
- Feed and dressed patient.
- Some physical therapy.
- Moved patient position every 1 1/2 to 2 hours.

### **Banquet Waitress**

- Set up and tore down all catered funtions..
- Set up dance floors,Weddings,Convients,and Buffets.

Worked in kitchen to help make trays for buffet.

## ***EMPLOYMENT HISTORY***

Retail Store Services 2006-2010

I.H.S.S.Home Care Provider 1997-1999

Holiday Inn Capital Plaza 1984-1992

*Immaculate Conception Church 1981-1984*

***Mike Resume***

315 My Favorite Street

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[myemail@internet.com](mailto:myemail@internet.com)

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## References

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