

Kelvin Tappa

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Objective

To obtain an entry level Internship Financial planner job.

Education

HIGH SCHOOL DIPLOMA | AUGUST 2014-JUNE 2018 | CHAMPLIN PARK HIGH SCHOOL

Skills & Abilities

TECHNICAL SKILLS

- Microsoft office suite: Word, PowerPoint, Excel

SALES

- Managing use of money
- Able to meet deadlines for projects

COMMUNICATION

- Very good verbal skills
- Able to listen to customers complaints and help them
- Comfortable and confident in variety of situation

CUSTOMER SERVICE

- Provided effective customer service to a range of ages and needs
- Highly Focused on providing excellent customer service
- Interacts with customers in a helpful, calm and courteous manner, regardless of situation

Experience

CASHIER/CLEAN TEAM| CUB FOODS | 06/2016-08/2018

- Greeted customers and determined their specific needs by following up and generating repeat business by encouraging customers to return
- Maintained clean and orderly checkout areas and completed other general cleaning duties, such as mopping floors and emptying trash cans.
- Maintained a clean, organized work area

CASHIER | TARGET | 09/2017-01/2018

- Greeted customers and determined their specific needs by following up and generating repeat business by encouraging customers to return
- Packaged customer purchases in an organized fashion
- Successfully sell smart plans, credit cards applications, and reward cards on the daily basis

WALMAN OPTICAL | PICKER | 06-28-19/08-01-19

- Pick lenses and organize into tray then Scan
- Read orders and organize

DIVERSITY AND INCLUSION IN THE MULTICULTURAL CENTER | OFFICE ASSISTANT | 08-26-19/ CURRENT

- Help organize large cultural events
- Answer phone calls
- Insure a safe and open environment for all Guest, students, and faculty members in the multicultural center
- Representative of MNSU providing tours to perspective students and parents

FEDEX GROUND | PACKAGE HANDLER | 08-05-19/CURRENT

- Handle customers packages with care
- Help organize work area