Jane Smith

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EXPERIENCE

**Cashier** October 2014 – Present

Stop & Shop Boston, MA

* Helped customers with finding products
* Performed cash and credit transactions using a cash register
* Bagged customer items quickly and efficiently

**Librarian** February 2012 – August 2014

Boston Public Library Boston, MA

* Checked out books for about 100 customers per day
* Helped customers with finding books and DVDs
* Answered customer questions about library hours and book returns

EDUCATION

**Early Childhood Development Program** September 2014 – Present

Bunker Hill Community College Boston, MA

**Internet for Beginners Class** March 2013 – June 2014

Cambridge Public Library Cambridge, MA

SKILLS

* Fluent in Spanish and Vietnamese
* Proficient in Microsoft Word and Excel