

Diana Morales

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7 years of work experience, swift problem solving and good communication skills. Efficient in working both independently and with a team. Quick to learn and adapt to current technology needs. Possess an Associate Degree in Arts and a Bachelor's Degree in Film and Television.

PROFESSIONAL EXPERIENCE

BARNES AND NOBLE COLLEGE
Bookseller

Chicago, IL
August 2021 – Present

- Greet customers, determine their needs, answer questions, and inform them of upcoming and current services and products.
- Maintain a healthy and safe work environment by following sanitation standards.
- Execute customer checkouts, price checks and handle cash.
- Price tag various merchandise and stock shelves.
- Organize shelves and merchandise to maintain a pleasing aesthetic.

SUPER TARGET
Guest Advocate

Naperville, IL
October 2017 – August 2021

- Organize and keep up with the quantity as well as the quality of inventory.
- Maintain multiple tasks during peak busy hours.
- Welcoming and helpful attitude toward customers and coworkers.
- Prepare, pack and sort customer orders to be ready for pick ups.
- Make sure customers are aware of current and upcoming brand launches, store activities and events.
- Work efficiently to minimize customer wait time while maintaining guest service and accuracy.

EDUCATION

Depaul University
Bachelor of Arts Degree in Film and Television, November 2024

Chicago, IL

Waubonsee Community College
Associate Degree in Arts, May 2021

Sugar Grove, IL

ADDITIONAL SKILLS

- Experienced in Microsoft Office, with a focus on Excel
- Experience in database management with Google Drive
- Bilingual in Spanish and English as well as basic knowledge in American Sign Language