

ZHANDALI FONTES

30 Steve Drive Taunton, Ma 02780 (774) 257-7742 - zfontes1234@gmail.com

OBJECTIVE

To obtain a challenging and rewarding position that allows me to utilize my skills and achieve professional growth while being resourceful and innovative. To add valuable assets to your organization as an active member.

EXPERIENCE

Walgreens, Shift Leader

March 2014 – July 2018

- Direct employees through their shift and their responsibilities
- Open and closing stores, Key Holder
- Maintaining money, open and closing registers, balancing cash drawers, and making deposits
- Maintain knowledge of current sales and promotions, Recommend, select and help locate or obtain products as customers need
- Place calls and or special orders to other stores to locate desired products for customers
- Head Photo Specialist, perform work involved in developing and processing photographic images from film or digital media. May perform precision tasks such as editing photographic negatives and prints
- Describe merchandise and explain use, operation, and care of merchandise to customers
- Pharmacy Technician, receive prescription orders. Counting, pouring, measuring, and weighting tablets and medications. Mixing medications selecting the proper prescription container and creating prescription labels.
- Preparing insurance claim forms, maintaining patient profiles, and being aware of the latest medicines and their availabilities

Simplistic Charm, Event Décor Lead

July 2010 – Present

- Direct and supervise the staff
- Decorate and assist in the setup and removal of wedding and event decor
- Payroll done on a biweekly basis year to date payroll totals enter and update all employees into Automatic Data Processing, Inc (ADP) System.

- Scheduling weekly events with appropriate staff to set up and take down events
- Take phone calls and write down messages. File documents and contracts
- Trouble shooting and analytical abilities
- Listens to and executes the wishes of the client in keen detail and in a timely manner
- Organize and facilitates the logistics and timeline of events
- Conceptualizes and realizes design and décor element ideas to create the desired look and feel of each event
- Coordinate elements of events such as lighting, centerpieces, flowers and tableware
- Establish creative ideas complimenting the clients taste.
- Design backdrops
- Work, enhance, and create all invoices through Aynax System.
- Manage expenses according to client's budget.

EDUCATION

Bridgewater State College Computer Science Major

Massasoit Community College Associates Degree Liberal Arts 2016 GPA 3.3

High School Diploma 2013

AWARDS AND ACKNOWLEDGEMENTS

- National Honor Society

SKILLS

- Bilingual in English, Cape Verdean Creole