

TAYA OKITA

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OBJECTIVE

Manager position at Digital Worlds Games

EXPERIENCE

Assistant Manager (part-time), Short Circuit Electronics 2011–2012

- Supervised six part-time employees
- Handled customer complaints
- Helped interview and train employees
- Helped plan monthly staff meetings
- Suggested changes to employee scheduling to better accommodate their needs

Sales Associate (part-time), Short Circuit Electronics 2010–2011

- Answered customers' questions and helped them choose electronics
- Processed sales and returns

Stock Clerk (part-time), Food World 2009–2010

- Stocked groceries
- Took inventory
- Helped shoppers find products
- Provided carry-out service

EDUCATION

ABC High School 2011

LANGUAGES

English (fluent), Japanese (conversational)

AWARDS AND HONOURS

- Graduated with honours (85% average)
- Received Short Circuit sales associate of the month award twice
- Promoted to Short Circuit assistant manager after less than a year

ACTIVITIES/INTERESTS

- Active member of student council in Grades 10–12
- Avid video gamer