

Cindy Malqui

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Overview

Fast learning, highly motivated and self-driven individual with the ability to work well under pressure and strict time constraints in a wide variety of working environments.

EXPERIENCE

Malca Law P.A
9100 S. Dadeland Blvd
Suite 1600
Miami I, FL 33156

Legal Assistant(June 2018-Present):

- Scheduling appointments
- Filing documents with the court
- Gathering information on clients
- Communicating with clients
- Translating for clients & attorney
- Opening new files
- Organizing
- Managing client profiles
- Answering incoming calls
- Preparing files for trials, final hearings, mediations & meetings

Amazon Fulfillment Sortation Center:

| 1900 NW 132nd PL, Miami FL 33182

June 6, 2017-Present

Package Handler

- Organized packages and boxes into pallets to prepare them for delivery.
- Worked with team members to wrap up each pallet until it holds the items strong enough for sustainability.
- Used a printer to print out the labels of each pallet to know where the packages were being delivered to.
- Made sure every package was delivered on time to satisfy the customer.
- Attended meetings to gain knowledge on improving my technique on scanning and being faster paced.
- Worked in different positions such as water spider, scanner, and label packaging.

Kohl's, Town & Country Plaza:

| 11800 Mills Drive, Kendall, FL 33183 December 2016-January 2017

Customer Service

- Worked as a team member performing cashier duties, product assistance, and cleaning when needed.
- Expressed appreciation and invited customers to return to the store.
- Coordinated with customers on the benefits of applying for a credit card..
- Responsible for ringing up customers in a timely but steady pace and guaranteeing high level of customer service.

- Stayed after the shift to ensure the store was organized and ready for the next day.

House of Horror, Doral

| 1455 NW 107th Ave, Miami, FL 33172 September 2015 - November 2017

Scare Actor

- Acting, Entertainment, Customer Service.
- Acted as a horrifying character to enhance the customers experience while attending the horror house.
- Communicated with my coworkers on ways to improve our acting skills.
- Participated in different roles in the haunted house when my coworkers couldn't be present.
- Held a positive attitude no matter what the circumstance.
- Treated customers with respect while I performed as my character.

CVS Pharmacy Miami, Florida

| 13896 SW 56th St, Miami, FL 33175

Cashier, Photo Technician, Beauty Manager

June 2011 - April 2017

- Train new cosmetic crew members
- Complete all necessary training and certifications for the Beauty Department Manager.
- Obtain all communication relative to the department.
- Complete "Beauty Care Department Walkthrough" on a weekly basis.
- Give feedback regarding the category to Manager and Beauty Advisor Coordinator.
- Follow all Loss Prevention measures.
- Lead and participate in cosmetic planogram teams.

EDUCATION

Miami Dade College, Florida Attended 2011- 2013

Associates of Art Major

SKILLS

- Experienced in communication.
- Speak and write in fluent Spanish
- Able to adapt to the environment.
- Ability to multitask when completing more than one task.
- Proficient with Microsoft Word, Microsoft Excel, Microsoft Power-Point, and Microsoft Access.
- Self-motivated.
- Open to work with team members.