

**Michelle Doan Vu**  
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**OBJECTIVE**

Motivated, Fast-learning, detail and customer orientated, team playing individual seeks position as a teller with financial institution

**SUMMARY OF QUALIFICATIONS**

- Presents professional, friendly, and efficient services that help build loyal customers
- Six years experience handling monetary transactions through sales
- Experience with Excel, Word, Powerpoint, AgentAchieve, RX30, and the Internet
- Superior organization skills and detailed oriented on projects
- Positive team member able to work well with other members of the company

**EXPERIENCE**

Fresno Real Estate Investing—Scott Meadows, Fresno, California  
January 2011 to present

Personal Assistant/Transaction Coordinator

Coordinate all transactions for realtor by compiling paperwork for each sales transaction And contacting other agents for required signatures before listing closes through escrow. Markets new listings and open houses that the realtor is listing and assists finding new houses through AgentAchieve. Manages multiple listings and has to compile more than four files within one hour.

BK Pharmacy, Fresno, California

June 2009-present

Pharmaceutical Clerk

Joyfully greets patients, type multiple prescriptions through RX30 while assisting customers, pharmacy technicians, and pharmacist. Completes tasks under pressure and multi-tasks by answering phones and help customers by get their prescriptions within 15 minutes wait time. Processes all sales transactions for food purchases, prescription co-payments, and over the counter products. Closes register daily and reports closing daily sales for corporate office within 10 minutes. Commended for being able to work efficiently with others and taking initiative on expanding knowledge and skills.

Kennel Bookstore, Fresno, California

July 2009-August 2009

Temporary Sales Associate

Registrar for “rush” season

Takkens Shoes and Boots, Fresno, California

November 2008-October 2009

Sales Associate

Happily helped customers with various products the store offered and rang up purchases. Worked as closing team member. Was hired as a temporary seasonal worker during the holidays and was kept on as permanent sales associate for high sales numbers and quality performance with customers.

**EDUCATION**

California State University of Fresno, Fresno, Ca

Bachelor of Science in Business Finance expected in 2013

\*For References Please Contact