James M. Diaz

1990 Glen Oak Drive
Forked River, NJ 08731
Phone: (609) 290-4328
Email: Jrchimo1990@yahoo.com

Objective

To obtain an accounting position that utilizes my education and work experience.

Education

Kean University — Union, NJ — September 2015 - December 2017
Bachelor of Science Degree in Accounting (HONORS)
GPA: 3.7

Ocean County College — Toms River, NJ — September 2013 - May 2015
Associate in Science (HONORS)
GPA: 3.8

Work Experience

ShopRite of Lacey Township — Lanoka Harbor, NJ — August 2013 - Present
Cashier/Book Runner

- Process customers' grocery orders and maintain cash drawer
- Apply coupons, rebates, and credits to customer orders
- Assist customers with product questions and location
- As Book Runner, oversee register operations and cashier efficiency
- Cross trained and worked in Dairy, Frozen, and ShopRite from Home Departments
- Responsible for training new Cashiers
- Received multiple Mystery Customer Recognition awards for performance and services
- Recognized for excellent customer service by Wakefern Foods Corporation

Ocean County Library — Forked River, NJ — September 2012 - February 2013
Book Monitor

- Began as volunteer in June 2012 maintaining DVD's and books
- Attained permanent employment September 2012
- Organized DVD's and books by alphabetical and numerical order
- Retrieved and distributed mail to employees

Collegiate Achievements

Selected to Dean's List, Kean University
Phi Theta Kappa National Honor Society, Ocean County College
Alpha Beta Gamma Business Honor Society, Ocean County College
Presidential Award for Academic Achievement, Ocean County College
Four-time Recipient of the Ocean County College Foundation Scholarship

Computer Skills

Microsoft Office including Word, Excel and Power Point

References

Available upon request