# Georgi Kalniņš

*Operations Assistant*

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| **Profile**  Adaptable operations assistant with 7+ years’ experience in retail sales, food service, and office administration. Skilled in inventory management, cash handling, customer interaction, and basic data entry. Looking to leverage transferable skills in a new industry. Enthusiastic learner, strong work ethic, but no direct industry experience in pest control, supervision, or building/technical maintenance.  **Skills**  Point-of-Sale (POS) Systems, Cash Register Operation, Stock Room Organization, Scheduling (Shifts, Deliveries), Basic Data Entry (MS Excel, Google Sheets), Customer Service, Conflict De-Escalation, Visual Merchandising, Menu Planning, Filing & Document Sorting, Social Media Posting (Personal Use), Basic Spanish (Conversational), Time Management, Food Safety Awareness, Light Reception Duties  **Languages**  English — Fluent  Spanish — Conversational  **Awards**  Employee of the Month | 2018-04-01  Coffee Harbor Café  Employee of the Month (Coffee Harbor Café, April 2018)  In-store citizenship day event coordination | 2023-01-01  Lincoln Discount Electronics  Assisted with in-store citizenship day event coordination (Lincoln Discount Electronics, 2023)  **Certifications**  Food Handler’s Certificate | 2018-01-01  **Interests**  Photography  Hiking | **Experience**  **Sales Associate at Lincoln Discount Electronics**  01 Jan 2022 – 31 Mar 2024  Provided front-line customer service and assisted up to 200+ weekly visitors. Managed stockroom inventory, labeling, and product replenishment. Processed cash, credit, and mobile payments using POS registers. Assisted with seasonal sales displays and maintained store cleanliness.   * Provided front-line customer service and assisted up to 200+ weekly visitors. * Managed stockroom inventory, labeling, and product replenishment. * Processed cash, credit, and mobile payments using POS registers. * Assisted with seasonal sales displays and maintained store cleanliness.   **Administrative Assistant (Part-Time) at Brightwave Dental Practice**  01 Aug 2020 – 30 Nov 2021  Scheduled patient appointments and responded to phone/email inquiries. Filed medical records and organized digital files. Supported basic billing and insurance documentation tasks. Ordered office supplies and coordinated with vendors.   * Scheduled patient appointments and responded to phone/email inquiries. * Filed medical records and organized digital files. * Supported basic billing and insurance documentation tasks. * Ordered office supplies and coordinated with vendors.   **Barista / Team Member at Coffee Harbor Café**  01 Jun 2017 – 31 Jul 2020  Prepared beverages and light meals in a high-volume environment. Collaborated with a team of 6 to ensure seamless service and fast turnaround during peak hours. Maintained hygiene and complied with health codes.   * Prepared beverages and light meals in a high-volume environment. * Collaborated with a team of 6 to ensure seamless service and fast turnaround during peak hours. * Maintained hygiene and complied with health codes.   **N/A at Gap in Employment**  01 Oct 2019 – 31 May 2020  Relocated due to family circumstances and pursued part-time online studies.   * Relocated due to family circumstances and pursued part-time online studies.   **Education & Training**  **A.A. (Incomplete), General Studies**  Hudson County Community College  01 Jan 2015 – 31 Dec 2017  **References**  References available upon request |