

Crystal Mohedano

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Professional Summary

Organized and dependable professional with strong customer service skills, adept at multitasking and thriving in fast-paced environments. Experienced in retail, hospitality, clerical, and operational roles with additional training in construction and cosmetology industries.

Professional Experience

Cosmoprof – Skokie, IL

Key Holder/Clerical Sales Associate | **03/2023–11/2024**

- Manage open/close procedures as a key holder of the facility.
- Perform clerical tasks and maintain client information in online systems.
- Consistently meet sales goals through promotions and upselling.
- Utilize in-depth cosmetology knowledge to recommend beauty products tailored to customer needs.

Amazon – Chicago, IL

Shopper | **12/2020–03/2022**

- Utilized handheld technology to fulfill and process orders efficiently
- Organized and stored inventory effectively.

Pronto – Chicago, IL

Hostess/Cashier | **02/2018–12/2018**

- Welcomed and seated customers, managing table rotations and online reservations.
- Processed various payment methods and resolved customer inquiries.

Vintage Underground – Chicago, IL

Visual Display/Salesperson | **05/2014–08/2015**

- Reorganized floor layouts, including racks, mannequins, and product arrangements.
- Delivered excellent customer service, assisting with product recommendations.

TJ Maxx – Chicago, IL

Retail Sales Associate | **07/2013–04/2014**

- Supported customers with rewards program sign-ups and product inquiries.
- Managed new merchandise intake and expedited processing.
- Contributed to overall store operations and sales initiatives.

Italian Village – Chicago, IL

Hostess | **06/2012–11/2013**

- Answered phone calls and scheduled reservations.
- Greeted customers and guided them to appropriate seating.
- Shared knowledge of daily specials and promoted menu items.

Private Childcare – Chicago, IL
Childcare Worker | **11/2010–10/2012**

- Provided care for two children (ages 2 and 4), including meals and dressing.
- Fostered positive relationships with children and their families.
- Focused on safety and developmental growth through nurturing activities.

Education

Education Design Development Research – Chicago, IL
Pre-Apprenticeship Construction Training | **09/2023–11/2023**

- NCCER Core Credential, CPR & First Aid Certification

Universidad Nacional Autonoma De Mexico – Taxco, Mexico
Spanish Language Major | **06/2012–07/2027**

Certifications

- NCCER Core Credential | **11/2023**
- OSHA-10 Certification | **11/2023**
- Flagger Certification | **11/2023**
- CPR & First Aid Training | **02/2024**
- B.A.S.S.E.T. Certification | **02/2024**
- Sales Consultant–Olaplex | **02/2024**
- Food Allergen Certification | **05/2025**
- Food Handler Certification | **05/2025**

Skills

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|------------------------|-------------------------------|
| • Customer Service | • Inventory Management |
| • Clerical Tasks | • Sales and Upselling |
| • Visual Merchandising | • Scheduling and Reservations |