

# ROBERT SMITH

## Assistant Clerk Cashier

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Duties include the processing and balancing of student, staff, gifts from donors, and other miscellaneous cashiering transactions. Accuracy must be maintained in a sometimes noisy, high traffic environment. Interacts with a diverse volume of students, staff, vendors and the public.

**MAY 2013 - AUGUST 2013**

### **ASSISTANT CLERK CASHIER - ABC CORPORATION**

- Used debit/credit card machines.
- Accepted and processed checks.
- Assisted other cashiers with difficult customers.
- Handled cash and made correct change.
- Processed food stamps and other aid vouchers.
- Counted money in cash drawer at the beginning of each shift.
- Greeted customers.

**2011 - 2013**

### **CLERK CASHIER - DELTA CORPORATION**

- Assist customers in the conclusion of their buying experience.
- Ability to perform repetitive tasks without error or loss of focus.
- Acute listening skill and interpersonal communication.
- Detail oriented as well as customer friendly.
- Exemplary Customer Service Answering and directing phone calls Delivering and distributing messages Handling inquiries and incoming requests .
- Job Duties Customer service.
- Stock Cash register operations, meeting and greeting of customers Responsible for stock operations and inventory control The ability to select .

## **EDUCATION**

business - 2015(Indiana University Purdue University Indianapolis - Indianapolis, IN)

## **SKILLS**

Security Guard, Stocking/clerk Cashier, Maintenance, Maintenance.