

ROBERT SMITH

Stock/Cashier Associate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly motivated, detail-oriented Excellent communication skills; both written and verbal Successful at meeting and exceeding daily goals, show expertise in customer service Contributes to a pleasant workplace environment and forging good working relationships with others.

CORE COMPETENCIES

Excellent Communication Skills, Capable of serving customers politely, Computer Skills: Microsoft Word, Computer Skills: PowerPoint.

PROFESSIONAL EXPERIENCE

Stock/Cashier Associate

ABC Corporation - July 2013 – September 2014

Key Deliverables:

- Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Greet customers entering establishments.
- Answer customers questions, and provide information on procedures or policies.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.

CASHIER ASSOCIATE

ABC Corporation - 2009 – 2013

Key Deliverables:

- Ability to multi-task between customer service and cooking duties
- Assisted all customers with taking order and providing food
- Made sure all food was prepared correctly and cooked properly
- Called out orders to customers
- Take money and credit cards for payment
- Assisted supervisor in Dropping cash in vault after shift
- Basic kitchen cleaning

EDUCATION

- High School Diploma - (WEST BRUNSWICK HIGH SCHOOL SHALLOTTE - Shallotte, NC)