

ROBERT SMITH

Junior Bookseller

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Worked at a number of different types of jobs: restaurants, retail, call center, office settings, photo processing, pet grooming and currently as a veterinary assistant. I am very capable of learning new things, and being successful at them. I am interested in administrative and social work, and am confident I can learn any skills necessary for these jobs if I do not already possess them. I have a wide skill set and enjoy learning new things.

FEBRUARY 2007 - NOVEMBER 2007

JUNIOR BOOKSELLER - ABC CORPORATION

- Greet customers and ascertain what each customer wants or needs.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Answer questions regarding the store and its merchandise.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Place special orders or call other stores to find desired items.
- Prepare merchandise for purchase or rental.

2005 - 2007

BOOKSELLER - ABC CORPORATION

- Unloaded trucks, stocked shelves and carried merchandise out on the floor for customers.
- Balanced the needs of multiple customers simultaneously in a fast-paced retail environment.
- Communicated merchandise needs and issues to appropriate supervisors in a timely fashion.
- Offered exceptional customer service to differentiate and promote the company brand.
- Bought and priced merchandise including assessing the value of merchandise bought from the public.
- Skills used promising tasks, team building skills, effective feedback, and goal oriented behavior.
- promoted to visual merchandising, helped spread the word on products and services, and utilized my customer service skills.

EDUCATION

Associates in progress in Psychology - 2014(Santa Rosa Junior College - Santa Rosa, CA)

SKILLS

Quick Learner, Interpersonal Skills, Computer Literate, Time Management Skills, Strong Written And Verbal Communication, Problem Solver, Analytical Thinker, Resourceful, Self Motivated, Dependable And Responsible.