

Robert Smith

Cash Office Associate II

PERSONAL STATEMENT

16 years of extensive experience is looking forward to securing a position that would allow me to utilize my interpersonal and organizational skills to improve business functions and contribute to outstanding customer service.

WORK EXPERIENCE

Cash Office Associate II

Weis Markets, Inc - 2005 - 2016

Responsibilities:

- Reconcile all cash receipts from the previous day. Prepare deposits for armored car pickup. Compile and submit sales and deposit reports to the corporate office.
- Schedule and implement new hire and department-specific training for all Weis NJ employees.
- Reviewed the grading of module testing to ensure accuracy.
- Maintained all training records as required to assist in quarterly audits. Improved store performance in audit results from "does-not-meet" standards to constant "exceeds" ratings.
- Input and analyzed proposed employee schedules to ensure compliance with corporate goals including sales dollars per man-hour and wage percentage. Exceeded minimum requirements by 12.5% due to constant diligence.
- Review of daily time punches using the Kronos system to ensure completeness, accuracy, and adherence to weekly sales and labor goals.
- Planned and executed all store special activities and events such as pre-school tours, holiday festivals and fundraisers. Directed the efforts of the store to raise the highest funds in the chain during the 2014 and 2015 paws for pets drive.

Assistant Office Manager

Challenge Industries - 2000 - 2005

Responsibilities:

- Coordinate efforts of all office employees in various locations on the east coast to ensure timely processing of customer orders.
- Complete proposals for federal contract work according to government specifications. Ensured completion of proposals by all deadlines.
- Assist in specialized areas of the store including, cash office, front end, fitting room, stock room, or customer service.
- Accounting including accounts payable, receivables, cash flow, balance sheet, and management reporting, including sales associate.
- Answer multi-line phones in a busy work environment and triaging calls to the appropriate party.
- Reconcile payments (including cash, credit cards, money orders, and checks).
- This is Dummy Description data, Replace with job description relevant

CONTACT DETAILS

1737 Marshville Road,
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SKILLS

Payroll, Cashier,
Customer Service,
Customer Service, Cash
Handling, Bilingual,
Money Handling,
Supervising, Microsoft
Word, Microsoft Excel,
JDA, And Quick Books.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

to your current role. In case if you dont need it you can delete it.

Education

Bachelor Of Arts in English - 1981 to 1985(Upsala College - East Orange, NJ)