

ROBERT SMITH

Jr. Cast Member

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

SUMMARY

Detail-oriented, highly-organized administrative professional with more than 6 years of experience in customer service and office administration. Excellent organizational and data entry skills. Track record of achieving exceptional results in creating and implementing new organizational structures in both electronic and hard copy formats.

CORE COMPETENCIES

Interpersonal , Critical Thinking, Creative Thinking.

PROFESSIONAL EXPERIENCE

Jr. Cast Member

ABC Corporation - September 2007 – May 2008

Key Deliverables:

- Greeted customers and ascertained what each customer wants or needs.
- Described merchandise and explained operation.
- Recommended, selected and helped to locate or obtain merchandise based on customer needs and desires.
- Answered questions regarding the store and its merchandise.
- Computed sales prices, total purchases and receive process cash or credit payment.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges.
- Opened and closed cash registers, performing tasks such as counting money, separating charge slips, coupons and vouchers.

Cast Member

Delta Corporation - 2006 – 2007

Key Deliverables:

- Partnered with the Store Leadership team to achieve a high energy work environment.
- Contributed to the maintenance of brand standards and efficiencies in relation to visual merchandising, housekeeping, service and all operations.
- Demonstrated the ability to foster teamwork and collaboration among Cast Members, peers and Home Base partners.
- Cashier Guest Service Stock merchandise Receive shipments Special Events.
- Ability to handle multiple returns and exchanges.
- Washed and put away dishes, take out trash, sweep and mop kitchen.
- Prepared merchandise for purchase or rental.

EDUCATION

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- GED - (Homeschool - Marietta, GA)