

ROBERT SMITH

Checkout Operator

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SUMMARY

An Army Veteran is adept at prioritizing and completing multiple tasks simultaneously while maintaining the required levels of confidentiality. Excels at working both individually and as part of a team, providing exceptional customer service to both internal and external customers. Experienced in handling a high volume of incoming calls in addition to in-person inquiries and other assigned tasks.

SKILLS

Highly Motivated, Self-directed, Team Player, With Problem Solving, Verbal Communication, Telephone Etiquette, Ability To Compose Correspondence.

WORK EXPERIENCE

Checkout Operator

ABC Corporation - August 2013 – August 2014

- Ensuring that the check-in and check-out formalities of the guests and customers were fulfilled properly.
- Monitoring monetary transactions for the resort garage.
- Answered the phone and handle requests.
- Took leadership in every assignment; enter data in a daily log.
- Establishing and maintaining a positive relationship with customers.
- Showing commitment to utmost customer satisfaction.
- Maintaining secrecy in the hotel documentation and transaction.

Checkout Operator

Delta Corporation - 2008 – 2013

- Request and record customer orders.
- Accept payment from customers and make change as necessary.
- Clean and organize eating, service, and kitchen areas.
- Lower Hutt Customer service and Checkout Supervisor Permanent and Part time Checkout operator Help customers Maintenance of checkout Ensure the .
- Asda has to be one of my favourite and most rewarding jobs.
- Working at Asda has allowed me to learn how to deal with all sorts of different people.
- It has taught me that people communicate in different ways and that you have to adapt to the way other people are in order to communicate effectively.

SCHOLASTICS

- Diploma - 2005(Miami Carol City Senior High - Miami, FL)