

ROBERT SMITH

Counter Associate

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Friendly and enthusiastic with 4 years of specialisation in Counter Associate Role. Able to learn new tasks quickly and proficient in this role and professional demeanor at all times.

JULY 1984 - JANUARY 1988

COUNTER ASSOCIATE - ABC CORPORATION

- Worked counter greeting customers.
- Assigned lanes for bowling, took money for lanes, shoes.
- Started leagues for bowling, collected money from secretaries, counted all monies, and made deposit for bank and end of shift.
- Answered telephone, used intercom system for calls to customers.
- Helped with snack bars and bar when needed.
- Cleaned concourse when busy and between shifts and at closing.
- Helped solve problems when customers were unhappy.

1980 - 1984

COUNTER ASSOCIATE - DELTA CORPORATION

- Budgeted, audited, and balanced cash handling and ensured the security of cash drawer Stocking and organizing of product(s) Assisted with the final cleanup.
- Greet customers as they enter and exit the establishment.
- Maintain a clean work area and keep logs of food waste Neatly package cupcakes and ensure.
- Managed customer orders and handled transactions Trained staff in operations.
- Provided excellent customer service Prepared food Handled cash/credit transactions while working a register.
- Was hired as a cashier then was given more responsibilities such as deliveries, counter sales, and cooking pizzas.
- After some time was put in charge of placing orders with suppliers, also organizing deliveries and catering orders.

EDUCATION

High School Diploma - (Pike High School Indianapolis - Indianapolis, IN)

SKILLS

Microsoft Office, Customer Service, Account Management, Inventory Management.