HARPER LEWIS

Customer Service Cashier

www.qwikresume.com

PROFESSIONAL SUMMARY

Full time work in which I can bring my tenacity, creativity and hard work to contribute. What you should know about me is that I work hard, am a problem solver, and I learn quickly. I am reliable, personable, and willing to go the extra mile to accomplish tasks that meet the specified goals.



WORK EXPERIENCE

Customer Service Cashier

May/2021-Ongoing

Blue Sky Innovations

耳 Chicago, IL

- 1. Greeted customers entering the store to understand what each customer wanted or needed.
- 2. Politely assisted customers in person and via telephone.
- 3. Provided an elevated customer experience to generate a loyal clientele.
- 4. Responsible for collecting payments by accepting cash, check, or charge cards.
- 5. Verified credit acceptance by reviewing and recording drivers' license numbers.
- 6. Balance cash drawer by counting cash at the beginning and end of the shift.
- 7. Entered all refunds and set up layaways/baby registry.

Customer Service Cashier

May / 2020-May / 2021

Silver Lake Enterprises

耳 Seattle, WA

- 1. Operated cash register with proficiency.
- 2. Provided professional and courteous service at all times.
- 3. Assessed customer needs and responded to questions.
- 4. Cleaned and straightened work area.
- 5. Bagged merchandise by following standard procedures.
- 6. Managed cash register operations, balancing cash drawers with zero discrepancies for six consecutive months.
- 7. Trained and mentored new cashiers, improving team performance and service quality.

EDUCATION

Associate of Arts in Business

May / 2019-May / 2020

Metro Community College

∓ Portland, OR

Focused on customer service principles and business operations.



SKILLS

Microsoft Office

Excel

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Outlook

Customer Service

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Reception

INTERESTS

🍴 Cooking 💢 Collecting

♦ Architecture ♣ Hiking

STRENGTHS

♂ Ambition **U** Courage

LANGUAGES



ACHIEVEMENTS

Achieved a 95% customer satisfaction rating through effective service.

Managed cash transactions exceeding \$10,000 daily with zero discrepancies.