ROBERT SMITH

Sr. Front End Coordinator

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SUMMARY

To gain employment with a reputable and established company. To work hard, become experienced, climb to the top in the position hold and be the best employee can be. Have excellent communication skills and enjoy working with others.

CORE COMPETENCIES

Microsoft Office, Various CRM, Travel Coordination & Expense Reporting.

PROFESSIONAL EXPERIENCE

Sr. Front End Coordinator

TJ Maxx - November 2013 – 2020

Key Deliverables:

- Handled all monies for cashiers Scheduling for Cashiers Setting up Store Displays Stocking of Groceries Ordering of Non-Grocery Items.
- Supervised cashier Handled cash.
- Responsible for other cashiers and flow of customers.
- Responsible for the presentation of the sales floor.
- Processed new inventory.
- Verified all $100+ returns, make sure all the bins and racks are being pushed to their area, and make sure the customers needs are being met.
- Worked very well under pressure and am usually really good at problem solving.

Front End Coordinator

Delta Corporation - 2012 – 2013

Key Deliverables:

- A description of my position covers a variety of areas in the store.
- Am mainly responsible for the front end.
- That includes all cashiers, customers, and merchandise in the queue line.
- Most importantly, my job is making sure everything goes smoothly in the store, to an extent.
- All departments are being covered and making sure the managers are involved as less as possible.
- I would say my biggest accomplishment was how I incorporated the downs and up in my professional profile.
- In this position, I have experienced a numerous amount of obstacles.

EDUCATION

- Business Administration - 2013(Ashford University - Iowa)

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