

Robert Smith

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Front End Manager/In-store Coordinator

SUMMARY

I have earned an A.A.S. in Criminal Justice. Also I am a very dedicated individual in the workforce and am very motivated in assisting fellow employees, superiors and community leaders. I am a very hardworking and task oriented person with excellent communication skills. I have a very well rounded education. In addition, I am ambitious with excellent research, time management and problem solving skills.

SKILLS

bilingual.

WORK EXPERIENCE

Front End Manager/In-store Coordinator

ABC Corporation - February 2008 - 2013

- Maintained friendly and professional customer interactions.
- Greeted customers entering the store to ascertain what each customer wanted or needed.
- Described product to customers and accurately explained details and care of merchandise.
- Earned management trust by serving as key holder, responsibly opening and closing store.
- Politely assisted customers in person and via telephone.
- Provided an elevated customer experience to generate a loyal clientele.
- Served as the main liaison between customers, management and sales team.

Front End Manager

ABC Corporation - 2007 - 2008

- I was responsible for the front end scheduling of the cashiers/baggers.
- The front desk, counting cash drawers and making deposits.
- Was the main manager of the store from 5pm-10pm.
- Responsible for closing down the store and locking up at night.
- Above all, and my favorite part of this position was that I worked with the public.
- Enjoy working with people and making sure my customers are taken care of and treated with respect.
- Enjoyed troubleshooting issues and like the challenge of making sure everyone walked out of the store with their best experience..

EDUCATION

Associate of Applied Science in Criminal Justice - (Wor-Wic Community College - Salisbury, MD)