

OLIVIA SMITH

Fuel Station Attendant

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PROFESSIONAL SUMMARY

Detail-oriented Fuel Station Attendant skilled in operating fuel pumps, handling cash transactions, and maintaining cleanliness. Recognized for reducing wait times by 20% through efficient service and proactive problem-solving.

WORK EXPERIENCE

Fuel Station Attendant May / 2024-Ongoing
Quantum Solutions LLC Phoenix, AZ

- 1. Provided excellent customer service.
- 2. Ensured that the Fuel Station is compliant with all safety and environmental regulations.
- 3. Cleaned the fuel station kiosk. Cleaned around fuel pumps.
- 4. Kept outside clean, including changing the trash and refilling the paper towels and water next to pumps.
- 5. Hired in as a regular cashier/clerk, then was promoted to an assistant manager.
- 6. Cleaned surrounding areas, outside and inside of the booth.
- 7. Carried out a safety inspection of pumps.

Fuel Station Attendant May / 2023-May / 2024
Lakeside Apparel Co Chicago, IL

- 1. Basic customer service (oil, tire pressure, etc.).
- 2. Mainly customer service running transactions at cash register for gas.
- 3. Duties include but are not limited to, making sure store audits are performed within the specific timeline.
- 4. Making store manager and district manager aware of beneficial interests to help store.
- 5. Provide amazing customer service by greeting customers and ensuring that orders and requests are fulfilled to meet their expectations.
- 6. Monitored fuel quality and equipment functionality, preventing operational downtime and ensuring safety.
- 7. Collaborated with management to optimize fuel pricing, resulting in a 5% increase in profit margins.

EDUCATION

Associate of Applied Science in Business Management May / 2022 May / 2023
Central Community College Denver, CO
Focused on operational management and customer service principles.

SKILLS

Inventory Management
Cash Register
Supervising Employees.
Customer Service
Team Collaboration

INTERESTS

Home Brewing Wildlife Conservation
Running Public Speaking

STRENGTHS

Willingness Wisdom
Zeal Ingenuity

LANGUAGES

English Japanese Spanish

ACHIEVEMENTS

- Achieved a 95% customer satisfaction rating through prompt and friendly service.
- Reduced inventory discrepancies by 20% through diligent stock management.