General Merchandise Clerk/Representative

ROBERT SMITH

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Objective

Excellent research, time management and problem solving skills, with the ability to function at a high level in a wide variety of settings. An experience customer service representative with more than 14+ years in retail, as well as 10+ years in management experience.

Skills

Customer service, General House Keeping, General Maintenance, communications, negotiations, Presentations.

Work Experience

General Merchandise Clerk/Representative

ABC Corporation - January 2005 – August 2012

- Prevented store losses using awareness, attention to detail and integrity.
- Worked as a team member performing cashier duties, product assistance and cleaning.
- Expressed appreciation and invited customers to return to the store.
- Responsible for ringing up customers in a timely manner and guaranteeing high level customer service.
- Accurately logged all daily shipping and receiving orders.
- Organized the store by returning all merchandise to its proper place.
- Replenished merchandise shelves with items from the stockroom.

General Merchandise Clerk

ABC Corporation - 2000 – 2005

- Tracking, ordering, and supplying merchandise to provide to customers and avid store needs for 3+ years.
- Educated customers on product and service offerings.
- Avid building of customer confidence by actively listening to their concerns and giving appropriate feedback.
- Balanced the needs of multiple customers simultaneously in a fast-paced environment.
- Unloaded trucks, stocked shelves and carried merchandise out on the floor for customers.
- A heavy focus on customer service has added more of a friendly environment..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Science in education - (University of Phoenix - Livonia, MI)

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