

ROBERT SMITH

Gift Shop Clerk

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To utilize my skills and knowledge in your facility to progress within the company. I'm a dependable candidate interested in learning new skills and gaining further experience.

MAY 2012 - AUGUST 2012

GIFT SHOP CLERK - ABC CORPORATION

- In charged of adding new items to the inventory including managing the price of the item.
- Handled cash and card transactions.
- Had to leave sooner than expected due to having to have an appendectomy.
- Collected monetary, inventory/ordering, customer service, custodial duties, and cook.
- Helped customers and made sure everything was cleans and organized.
- Attended to customers, pricing, packing and transferring inventory to other Caesars properties, display merchandise, balancing drawer, inventory.
- Processed cash and credit transactions on a daily basis.

2011 - 2012

GIFT SHOP CLERK - DELTA CORPORATION

- Offering assistance to guests and provide every essential thing to create loyal and happy guests.
- Establishing and maintaining positive relationship with customers Outstanding ability to perform several tasks at once.
- Assisted hospital staff and guests on their selections, took inventory of items, ordered and priced new merchandise, set displays on floor and window .
- Communicated to supervisors on how to make the gift shop run more efficiently.
- Managed to turn around the outlook of the store by resetting store and making it more presentable for business, cleaning up marking down old items .
- Used Customer service, basic math and computer skills, merchandising, interpersonal and organization skills,.
- Retail consisted of answering phones, stocking new merchandise, cleaning shelves (dusting etc) checking in new merchandise, mail orders, cashier, .

EDUCATION

GED

SKILLS

Cash Handling, Cooking, Typing, Cashier, Customer Service.