

# ROBERT SMITH

## Golf Shop Attendant

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Seeking a Golf Shop Attendant position to effectively utilize skills and training with a growth oriented company, Operate Point of Sale system (P.O.S.) for all transactions; assure that P.O.S. is operating properly and properly supplied. Collect fees for greens fees, cart fees, range balls, club rentals, merchandise, tournament entries, and other Grand Hotel related goods and services.

### **FEBRUARY 2015 - AUGUST 2015**

#### **GOLF SHOP ATTENDANT - ABC CORPORATION**

- Started out in case pick driving a walkie rider and moved up quickly to a reach truck performing task such as, put aways, let downs, replenishing products to locations, unloading trucks, pre staging, and many special projects appointed to me.
- Able to adapt to the RTCIS system efficiently, my help was often requested in training the oncoming employees.
- United Pet Group (Jul-Aug) The job required me to move product from receiving docks to a specific location using a RF scanner.
- Provided first-class service to all patrons visiting the facility.
- Maintained golf car fleet.
- Suggested products based on customer need and skill level.
- Answered phone calls, took tee times, closed the clubhouse at the end of business, operated the cash register, golf car fleet, and the bar and snack bar when necessary, as well as independently performing all re-grips.

### **2013 - 2015**

#### **GOLF SHOP ATTENDANT - DELTA CORPORATION**

- Field telephone calls and book tee times.
- Opening/closing duties, Pro Shop customer service, merchandising & sales, train new employees, tournament administration, receiving and .
- Sell golf merchandise and equipment Sell tee times and provide customer service checking-in golfers Serve 300 club members.
- Worked as cashier in golf shop.
- Assisted buyer with overall retail operation, including inventory management, creating purchase orders, and ordering, checking in and displaying .
- Along with the original task special task were given to me so that I could take the lead and then pass my knowledge to the other employees.
- Fast paced environment where priorities could change at any time and it kept me ready to take on whatever came my way.

## **EDUCATION**

GED

## **SKILLS**

Microsoft Office, Statistical Analysis, Computer.