

# Robert Smith

## Assistant Head Cashier

### PERSONAL STATEMENT

Highly motivated well-organized business professional with a strong background in the mortgage, banking, insurance/finance, and non-profit industries. Recognized for professionalism, competence and detail orientated individual. Ability to work well in an integrated team alongside a range of personality traits. Experience managing resources and people. Trained and coached new employees.

### WORK EXPERIENCE

#### **Assistant Head Cashier**

**ABC Corporation - September 2009 - Present**

##### *Responsibilities:*

- Completed a wide variety of orders for customers as well as dealing with customer service complaints while managing the front desk.
- Supervised the opening and closing of the store that comprised various tasks such as handling the money.
- Operate cash register, scanners and computers to itemize and total customer purchases; collect payments and make change for cash transactions; and assist with front end schedules.
- Provided customer service, operated cash register, maintained a clean work space, priced and organized merchandise.
- Assisted customers by providing information and resolving their complaints.
- Counted contents of cash register drawers at the end of each shift, performed other duties as needed.
- Prepared cash receipts for bank deposit; prepared daily cash reports and balanced cash drawers; reconciled cash, check, and credit card receipts daily, and investigated and resolved any out-of-balance problems, verified daily, cashier cash transfers.

#### **Cashier, Phone Operator, Salesman, Guest Relations**

**ABC Corporation - November 2000 - February 2004**

##### *Responsibilities:*

- As a team member at target, I was employed seasonally while attending high school.
- Changed my status to full-time employment upon completion of high school.
- Answered phones managed sick calls and staffing, allowed people into and out of the fitting rooms while accounting for the items entering and exiting the fitting rooms.
- As a night shift worker, I stocked the sales floor and worked on the early morning shift unloading the delivery truck and distributed the items according to the department.
- As a guest service team member, I operated the guest service area accepting customer returns, target credit card payments, and organizing items to be returned and restocked according to the department.

### **CONTACT DETAILS**

1737 Marshville Road,  
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### **SKILLS**

Customer service, high administrative functions, banking services, insurance handling, and accounting functions such as account receivables/payable, bank reconciliations.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

- Supervise all cashiers on shift, making sure breaks and lunches are taken on time as well.
- Balance the change drawer as used, and verify all cashiers are processing transactions through their tills accurately.

## Education

Associate Of Applied Science in Business Administration - July 2007(Ivy Tech Community College - Sellersburg, IN)