

Robert Smith

Holiday Clerk Assistant

PERSONAL STATEMENT

Seeks to acquire a position as a team-player in a people-oriented organization where one can maximize the customer service experience in a challenging environment to achieve the corporate goals. Would also like to learn essential management skills in order to prepare for future career goals in business and communication managing.

WORK EXPERIENCE

Holiday Clerk Assistant

ABC Corporation - November 2015 - December 2015

Responsibilities:

- Sorted packages and mail to the carriers.
- Performed a variety of sales and customer services at a retail window or lobby.
- Provided sales and customer service support by greeting customers.
- Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage.
- Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
- Distributes and scans incoming and outgoing mail at a post office, branch, or station.
- Performs any variety of mail processing tasks such as preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow, and culling out non-processable items.

Holiday Clerk Assistant

Delta Corporation - 2014 - 2015

Responsibilities:

- Sorted packages and mail to the carriers.
- Performed a variety of sales and customer services at a retail window or lobby.
- Provided sales and customer service support by greeting customers.
- Conducted product inventories by counting items on hand; attached and removes security devices; accounts for items on display; and verifies and.
- Distributed and scanned incoming and outgoing mail at the post office.
- Performed mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays .
- Accept and deliver packages and mail Distribute and scan incoming and outgoing mail at a post office.

CONTACT DETAILS

1737 Marshville Road,
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(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Computers, Office
Equipment, Microsoft
Word, Microsoft Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Associate in Science in Science/Business Management - 2015(Bronx Community College)