

ROBERT SMITH

Liquor Store Clerk/Co-ordinator

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Expertly adhered to compliance controls. Managed employees effectively; resulting in reduced labor costs, increased sales and in increased returning customers.

JULY 2000 - AUGUST 2004

LIQUOR STORE CLERK/CO-ORDINATOR - ABC CORPORATION

- Operated cash registers, maintaining the required accuracy.
- Received, filled, and packaged wholesale orders on a weekly basis.
- Assisted customers in locating, selecting, and purchasing merchandise.
- Verified legal age and sobriety requirements with accuracy.
- Maintained targeted measures to include profit and loss, budget, inventory levels, banking.
- Operated Point of Sale system on a daily basis Knowledge and adherence to agency policies and procedures.
- Stocked shelves, Inventory, Provide Excellent Customer Service, Handled Money, and Attend Classes.

1999 - 2000

LIQUOR STORE CLERK - ABC CORPORATION

- Duties Responsible for the operation and maintenance of a cash register and its corresponding computer system.
- Responsible for providing optimum customer service to the individuals who come through my line.
- Responsible for answering any questions about our products that a customer may have or pointing them in the direction of somebody that is more knowledgeable on the subject.
- Responsible for the stocking and straightening of display shelves and cases.
- Responsible for emptying the stock truck and putting cases in the stores back storage room.
- Responsible for the gathering, checking, and packaging of licensee orders..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Medical - (Trend College Business School - Longview, WA)

SKILLS

Healthcare Providers, Analytical Skills.