

# Robert Smith

## Overnight Cashier Associate

### PERSONAL STATEMENT

An enthusiastic, energetic and hardworking person. The past years I've done a lot of volunteer work, very open person, loves to communicate with many different people. Known for taking on many different tasks and getting it done.

### WORK EXPERIENCE

#### **Overnight Cashier Associate**

**ABC Corporation - July 2010 - May 2011**

##### *Responsibilities:*

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Answer customers questions, and provide information on procedures or policies.
- Sell tickets and other items to customers.
- Process merchandise returns and exchanges.

#### **Overnight Cashier**

**ABC Corporation - 2005 - 2010**

##### *Responsibilities:*

- Answer customers questions, and provide information on procedures or policies.
- Bag, box, wrap, or gift-wrap merchandise, and prepare packages for shipment.
- Compute and record totals of transactions.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- References are available upon request..

### Education

None in Marketing - 2008(University of Mississippi - Oxford, MS)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office,  
Microsoft Excel, Adobe  
Photoshop, Social Media,  
Scheduling, Detail  
Oriented, Dependable,  
Filing.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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