

# Robert Smith

## *Assistant Photo Lab Associate I*

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
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### **PERSONAL STATEMENT**

Provide customer service to customers in the photo lab and electronics areas, package photos, clean photo lab equipment, and keep shelves stocked.

### **SKILLS**

Microsoft Office,  
Microsoft Word, Microsoft  
Excel.

### **WORK EXPERIENCE**

#### ***Assistant Photo Lab Associate I***

**ABC Corporation - October 2012 - September 2014**

##### *Responsibilities:*

- Received customers orders and use the right procedures to to sign orders out to correct customers.
- Picked Pick-Up-Today items from the floor and bin to correct area for customer pick up.
- Checked out customers in a fast and efficient manor, clean and maintain register area appearance, maintain shelves appearance around the registers, supply registers with bags and receipt tape, assist customers with questions.
- Assisted customers with the photo machines, printed photos and put into envelopes, used cash register, priced photos, cleaned photo lab and printer.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Placed special orders or call other stores to find desired items.
- `#{job_description7}`

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Photo Lab Associate***

**Delta Corporation - 2007 - 2012**

##### *Responsibilities:*

- Procedures opening and closing the lab help customers, package picture orders, pricing, cleaning, site to store, and layaway Accomplishments I .
- My job tasks included maintaining large format printers, sales, organization, customer service, setting up phone services, receiving freight from .
- Print pictures, clean, send out orders, help customers, make pictures for customers.
- Also help out with site to store by going to pick up items for customers by lifting heavy items scanning items in and making sure their item is ready .
- Learning how to deal with rude customers.
- Skills Used Being very responsible and trustworthy.
- This is Dummy Description data, Replace with job description relevant to your current role.

### **REFERENCES**

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

## **Education**

Associate of Science in Medical Office Administration - (Western  
Piedmont Community College - Morganton, NC)