ROBERT SMITH

Cashier And Pricing Coordinator

info@qwikresume.com | https://Qwikresume.com

Offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver, who readily adapt to change, work independently and excess expectations. I'm able to juggle multiple priorities and meet tight deadlines without compromising quality.

JUNE 2012 – JANUARY 2013

CASHIER AND PRICING COORDINATOR - ABC CORPORATION

- Determine what a company products and services should cost.
- Analyze consumer needs and wants and what the competition is doing before setting a cost.
- Factor in the cost of what it takes to develop the products of service, combining it with the demand and marketing.
- Set-up and maintain pricing conditions and data tables according to company pricing structures and customer agreements.
- Coordinate pricing changes to ensure timely receipt of price changes, updates and corrections.
- Review reports daily to ensure pricing is up to date, minimizing potential failed deliveries due to pricing.
- Research and resolve billing and pricing inquiries.

2009 – 2012

PRICING COORDINATOR - ABC CORPORATION

- Created and maintained the departments contractual specifics for all customers through Word and Excel spreadsheets, unique to each customer.
- Acted as liaison between sales personnel and customers to ensure that pricing contracts were drafted on a timely basis.
- Accurately entered and maintained all pricing data in company database.
- Diplomatically resolved customer inquiries dealing with account pricing and system issues.
- Worked with sales staff to facilitate resolutions for pricing issues.
- Worked with management to develop systems that delivered accurate pricing to meet gross margin objectives.
- Reconciled and processed delivery transactions on a daily basis..

EDUCATION

- (Richland College Dallas - Dallas, TX)

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SKILLS

Microsoft Office, Microsoft Access, Microsoft Excel.