

Robert Smith

Pro Shop Assistant

PERSONAL STATEMENT

As a Pro Shop Assistant, responsible for Maintaining a professional and service-oriented environment in the tennis shop by utilizing excellent interpersonal and customer service skills, organizational skills, and the ability to multi-task in a fast-paced environment.

WORK EXPERIENCE

Pro Shop Assistant

ABC Corporation - June 2012 - August 2014

Responsibilities:

- Opened and closed the Pro Shop and performed all associated duties.
- Acted on behalf of the Manager and Director of Golf by administering existing policies and regulations.
- Responsible for interacting with patrons and providing excellent customer service.
- Used a computerized cash register to collect golf fees and make retail merchandise sales.
- Completed necessary registration paperwork.
- Determined orders of play and called players to the first tee making sure to stay on time.
- Answered the phone and made reservations.

Pro Shop Assistant

Delta Corporation - 2016 - 2018

Responsibilities:

- Assisted manager with coordination of golf tournaments, weddings, and managed two golf leagues.
- Coordinated tee times Prepared members golf equipment.
- Helped Sale and Coordinate golf tournaments.
- Performed Shipping and Receiving, and Ordering items and supplies.
- Supported of members and golfers Coordinated and assisted with golfing events
- Provided support to the superintendent on the grounds crew.
- Served as pro shop assistant and golf ranger and starter.

Education

Associates In Communications

CONTACT DETAILS

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

SKILLS

Inventory Management,
Invoicing, Customer
Relations, MS Office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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